

## RECRUITMENT

Sentebale Charity enables the most vulnerable children and young people to gain essential life skills, stay healthy, safe and to be able to make informed life choices to support themselves their families and communities. In partnership with NAPHA, Sentebale will be implementing DREAMS programme in Serowe, Bobirwa and North-east districts.

Sentebale Charity invites applicants who are suitably qualified and have relevant experience for the following positions:

### DISTRICT OFFICERS: 3 POSITIONS

#### Overall Responsibility

The District officer will oversee and coordinate the provision of DREAMS layered package of services to eligible Adolescents, Girls and Young Women (AGYW) of ages 10-24 to reduce their vulnerability to HIV.

#### Responsibilities

- Oversee the design and roll-out of a DREAMS package of services for AGYW.
- Works with the district implementing partners to strengthen coordination and uptake of DREAMS services.
- Takes the lead in planning, coordination, and implementation of DREAMS initiative.
- Liase with service providers and stakeholders to ensure that activities are well coordinated with other implementing partners.
- Monitor and report any challenges and/or gaps identified to inform adjustments to DREAMS plans.
- Support the conceptualization, integration, and operationalization of specific DREAMS strategies to address the needs and perspectives of AGYWs.
- Work with District Health Management Teams (DHMTs), health facilities and community partners in the respective DREAMS districts to ensure coordination with other programs and stakeholders for quality and comprehensive services to AGYWs.
- Ensure that all stages of the project are youth centred to promote youth leadership and ensuring that youth perspectives are taken into consideration.
- Strengthen referral and linkages between health facilities, secondary implementing partners and AGYW community service delivery points.
- Work with the M&E team to ensure timely reporting and documentation of results with emphasis on accurate data collection and timely entry into the system.

#### Qualifications

- A relevant Degree in Social Sciences (e.g, Social Work, Counselling, Education)
- A minimum of 5 years work experience.
- Experience in working with AGYW and a drivers licence will be an added advantage
- Basic Skills in Microsoft applications

### MONITORING AND EVALUATION OFFICER: 1 POSITION

#### Overall responsibility

The M&E officer will ensure that all DREAMS client data is accurately captured in the system on time. The primary responsibility of the M&E officer includes providing support data on demand and information use within the district.

#### Responsibilities

**The M&E Officer will be dedicated to the DREAMS PROJECT working under the supervision of M&E Manager. The main responsibilities will include the following;**

- Lead the collection and analysis of data for monthly, quarterly, and annual DREAMS indicators.
- Work with the District Officer to document, analyze and disseminate programme achievements and lessons learnt.
- File, maintain and update all M&E related documents for easy access and data analysis.
- Assist with data management, cleaning, and quality control.
- Regularly updating the program teams on the targets and/or project progress.
- Collaborate with the programme officers in reviewing and preparing weekly, monthly, quarterly and annual reports.

#### Qualifications

- A relevant Degree in Health information Management, Statistics or any related field.
- A minimum of 3 years experience in M&E under public health programs, with at least 1 spent on PEPFAR/DREAMS reporting.

- Proficiency in Excel, PowerPoint and word applications
- Knowledge of DHS2 will be an added advantage

### DATA CLERKS: 3 POSITIONS

#### Overall Responsibility

The Data Clerk will be responsible to ensure that all DREAMS client data is captured in the relevant database. The Data Clerk will work closely with the DREAMS Community Mobilizers and will report to the M&E Officer through their respective District Officer.

#### Responsibilities

- Enter data is captured timeously and maintain an up to date database.
- Check data collection form for completeness and accuracy before data entry.
- Identify errors and ensure that they are addressed
- Responsible for the assigned office equipment and reporting all faults for repair
- Collaborate with the program staff in reviewing and preparing weekly, monthly, quarterly and annual reports.

#### Qualifications

- A relevant Degree in Health Information management, Statistics or any related field.
- A minimum of 2 years experience in under public health programs, with at least 1 spent on PEPFAR/DREAMS reporting.
- Proficiency in Excel, PowerPoint and word applications
- Knowledge of DHS2 will be an added advantage

### ACCOUNTS OFFICER

#### Responsibilities

- Process payments and manage DREAMS purchases and receivables.
- Monitor DREAMS expenditure against activities and plans.
- Prepare monthly DREAMS expenditure forecasts with the Project Manager.
- Prepare monthly balance sheet reconciliations and submit to the Finance Manager.
- Manage petty cash and ensure weekly and monthly cash reconciliations
- Prepare monthly, quarterly and annual DREAMS financial reports.

#### Qualifications

- Bachelor of Accounting or AAT
- 2 years' experience
- Experience in a donor funded agency will be an added advantage

Sentebale offers a competitive remuneration package.

Closing date is **23<sup>rd</sup> October 2020**: Applications should be addressed to:

The Programs Manager  
Sentebale  
P/Bag 13,  
Poso House  
Gaborone

**Email:** patricia.aaron@sentebale.co.bw

**Enquiries:** Tel: 31 84777

**NOTE: Only short-listed candidates will be contacted**