



Republic of Botswana

MINISTRY OF HEALTH AND WELLNESS

Mandate: Ministry of Health and Wellness exists to promote and provide integrated, holistic and sustainable preventative, curative, rehabilitative quality health service to the nation.

EXTERNAL ADVERTISEMENT

1. CIRCULAR NO: 18 of 2018

VACANCY CODE: 111100007.1.1

VACANCY: DIRECTOR (HEALTH INSPECTORATE) – E1

Applications are invited from suitably qualified candidates for the above position in the Ministry of Health and Wellness, Department of Health Inspectorate, **tenable at Ministry of Health & Wellness Headquarters, Gaborone.**

SALARY: E1 (P409, 008 – P425, 556 per annum)

BENEFITS:

- a) Optional contributory Medical Aid Scheme (Government pays 50%, Employee pays 50%).
- b) A contract of 24-36 months with gratuity of 30% payable at the end of the contract.

LEAVE: 30 working days per annum.

QUALIFICATIONS: A Minimum of a Degree in a Health or Science related field.

EXPERIENCE: A minimum of sixteen (16) years in a relevant field, of which 2 years must have been served as a Deputy Director or equivalent.

MAIN PURPOSE OF THE JOB: To provide an overall managerial and technical leadership to the Health Inspectorate and develop policies and regulations that will safeguard the general public by ensuring conformity by health facilities to set standards.

KEY PERFORMANCE AREAS:

1. Develop departmental budget.
2. Review and approve staff development and training programmes.

3. Develop and review organizational policies, guidelines and regulations to govern the operations of the Health Inspectorate.
4. Develop complaints resolution procedures/mechanism pertaining to the health care delivery system.
5. Develop the National Policy on Health Inspectorate and monitors adherence to the set performance standards.
6. Publish information about the quality of healthcare in the country.
7. Develop and direct implementation of quality assurance systems for the Health Inspectorate.
8. Monitor implementation of Healthcare professional standards.

2. CIRCULAR NO: 19 of 2018

VACANCY CODE: 110100631.1.1

VACANCY: DIRECTOR (HEALTH SERVICES MONITORING AND EVALUATION) – E1

Applications are invited from suitably qualified candidates for the above position in the Ministry of Health and Wellness, Department of Health Services Monitoring and Evaluation, **tenable at Ministry of Health & Wellness Headquarters, Gaborone.**

SALARY: E1 (P409, 008 – P425, 556 per annum)

BENEFITS:

- a) Optional contributory Medical Aid Scheme (Government pays 50%, Employee pays 50%).
- b) A contract of 24-36 months with gratuity of 30% payable at the end of the contract.

LEAVE: 30 working days per annum.

QUALIFICATIONS: A Minimum of Bachelor's Degree in any field plus post graduate Diploma in Monitoring and Evaluation or Quality Assurance or equivalent.

EXPERIENCE: A minimum of sixteen (16) years in the field of Monitoring and Evaluation or Quality Assurance, of which 2 years must have been served at executive level.

MAIN PURPOSE OF THE JOB: To coordinate the national monitoring and evaluation function for the Ministry of Health and Wellness, providing strategic leadership in quality improvement through adherence to set health standards, as well as developing strategies for monitoring implementation of health policies and their impact.

KEY PERFORMANCE AREAS:

1. Provide monitoring and evaluation technical support to various national programmes of the Ministry of Health and Wellness.
2. Provide technical support for designing monitoring and evaluation systems and tools for programme implementation in line with national priorities.
3. Coordinate the dissemination of Monitoring and Evaluation (M&E) results to different stakeholders.
4. Manage data requests from various stakeholders.
5. Provide technical advice to stakeholders on issues of quality in health services.
6. Coordinate monitoring and evaluation, and quality assurance capacity development across all programmes.
7. Coordinate all health information generated in the Ministry of Health and Wellness for policy direction.
8. Assess and manage resource requirements of the Department.

3. CIRCULAR NO: 20 of 2018

VACANCY CODE: 110100630.1.1

VACANCY: DIRECTOR (HEALTH POLICY RESEARCH AND DEVELOPMENT) – E1

Applications are invited from suitably qualified candidates for the above position in the Ministry of Health and Wellness, Department of Health Policy Research and Development, **tenable at Ministry of Health & Wellness Headquarters, Gaborone.**

SALARY: E1 (P409, 008 – P425, 556 per annum)

BENEFITS:

- a) Optional contributory Medical Aid Scheme (Government pays 50%, Employee pays 50%).
- b) A contract of 24-36 months with gratuity of 30% payable at the end of the contract.

LEAVE: 30 working days per annum.

QUALIFICATIONS: A Minimum of Bachelor's Degree in Public Policy/Planning/Economics/ Research/ Statistics/Demography.

EXPERIENCE: A minimum of sixteen (16) years' experience in the health system, 2 years of which must have been at executive level.

MAIN PURPOSE OF THE JOB: To coordinate health policy, planning, statistics, and research and development functions as well as provide strategic guidance and expertise to the relevant stakeholders.

KEY PERFORMANCE AREAS:

1. Collaborate with national, regional, and international stakeholders on research and policy issues.
2. Provide advice to other ministries and the general public on research priorities of the Ministry of Health and Wellness.
3. Coordinate the dissemination of health policies, plans, guidelines and strategies to relevant stakeholders.
4. Initiate, coordinate and guide operational research emanating from various departments.
5. Provide technical expertise on training and development of researchers, policy developers and planners in order to meet specific needs of the ministry.
6. Provide technical guidance to various departments in conducting health operational research and trend analysis.
7. Initiate development and review of evidence based policies, regulations, and plans guided by research findings.
8. Develop legislation, regulations, standards, and guidelines to support the health delivery system.
9. Provide overall strategic direction and priorities of the health policy research & development.
10. Develop strategic and operational plans for the department of Health Policy Research & Development.
11. Oversee development of national health accounts and provide guidance on costing, re-programming and evaluation of health programmes.
12. Manage utilization of resources and Consolidate budget estimates for the Department of Health Policy Research & Development.
13. Mobilise funds from local and international donors for the department.

4. CIRCULAR NO: 21 of 2018

VACANCY CODE: 110100632.1.1

VACANCY: COMMUNITY HEALTH SERVICES ADVISOR – E1

Applications are invited from suitably qualified candidates for the above position in the Ministry of Health and Wellness, Department of Health Services Management, **tenable at Ministry of Health & Wellness Headquarters, Gaborone.**

SALARY: E1 (P409, 008 – P425, 556 per annum)

BENEFITS:

- a) Optional contributory Medical Aid Scheme (Government pays 50%, Employee pays 50%).
- b) A contract of 24-36 months with gratuity of 30% payable at the end of the contract.

LEAVE: 30 working days per annum

QUALIFICATIONS: A Minimum of Master's Degree in Community Health/Public Health.

EXPERIENCE: A minimum of sixteen (16) years experience in the field of Community Health/Public Health, 2 years of which must have been at executive level.

MAIN PURPOSE OF THE JOB: To coordinate community health services nationally, and provide technical guidance in the areas of disease surveillance, health promotion, environmental health, port health, school health and public health emergency management.

KEY PERFORMANCE AREAS:

1. Liaise with local, regional and international organizations to manage public health emergencies, and the social and environmental determinants of health.
2. Collaborate with Disaster Management Office in the management of risks, emergencies, and disasters.
3. Provide technical advice to ministries and other stakeholders on areas of community health.
4. Oversee provision of health promotion services to communities.
5. Interpret health policies and procedures to stakeholders.
6. Provide technical input to the formulation and review of other sector policies which impact on health.
7. Initiate policy development and review of health policies.
8. Provide technical input to the formulation and review of health policies.
9. Oversee implementation of measures to reduce risk and prevent exposure of communities to public health hazards and threats.
10. Provide technical guidance on community health services to District Health Management Teams.
11. Provide strategic direction in health communications and health social marketing.

12. Lead the development and implementation of disease and risk factor surveillance strategies.
13. Prepare budget estimates for Community Health Services and Monitor the allocated budget.

5. CIRCULAR NO: 22 of 2018
VACANCY: INTEGRATED HEALTH SERVICES ADVISOR – E1

Applications are invited from suitably qualified candidates for the above position in the Ministry of Health and Wellness, Department of Health Services Management, **tenable at Ministry of Health & Wellness Headquarters, Gaborone.**

SALARY: E1 (P409, 008 – P425, 556 per annum)

BENEFITS:

- a) Optional contributory Medical Aid Scheme (Government pays 50%, Employee pays 50%).
- b) A contract of 24-36 months with gratuity of 30% payable at the end of the contract.

LEAVE: 30 working days per annum

QUALIFICATIONS: A Minimum of Bachelor's Degree in any Health Discipline.

EXPERIENCE: A minimum of sixteen (16) years' experience in any health discipline, 2 years of which must have been at executive level.

MAIN PURPOSE OF THE JOB: To coordinate health service delivery, patient care, as well as direct strategies and programmes for various integrated health services at national level.

KEY PERFORMANCE AREAS:

1. Coordinate and monitor the outsourced medical services locally and internationally.
2. Provide professional advice to ministries and other stakeholders on areas of integrated health services.
3. Assess, manage, and address customer complaints including medico-legal issues, and recommend preliminary investigations.
4. Interpret health policies and procedures to stakeholders.
5. Initiate development and review of integrated health services policies.

6. Plan and project human resource growth and long term staffing needs.
7. Develop and administer performance strategy for Integrated Health Services.
8. Oversee registration and licensing of all clinical professionals.
9. Provide professional guidance on integrated health services to District Health Management Teams.
10. Manage and supervise implementation of Quality Management Systems (QMS) for clinical management.
11. Prepare budget estimates for the Integrated Health Services function and prepare proposals for requests for donor funds.
12. Monitor the allocated budget including the donor funds and monitor cost recovery/sharing avenues.

6. CIRCULAR NO: 23 of 2018
VACANCY: CLINICAL SUPPORT SERVICES ADVISOR – E1

Applications are invited from suitably qualified candidates for the above position in the Ministry of Health and Wellness, Department of Health Services Management, **tenable at Ministry of Health & Wellness Headquarters, Gaborone.**

SALARY: E1 (P409, 008 – P425, 556 per annum)

BENEFITS:

- a) Optional contributory Medical Aid Scheme (Government pays 50%, Employee pays 50%).
- b) A contract of 24-36 months with gratuity of 30% payable at the end of the contract.

LEAVE: 30 working days per annum

QUALIFICATIONS: A Minimum of Bachelor's Degree in Medical Laboratory Science/Medical Imaging/ Bio-Medical Engineering/ Pharmacy/Emergency Medical Services/Medicine with speciality in Pathology or Radiology.

EXPERIENCE: A minimum of sixteen (16) years' experience in any of the above fields, 2 years of which must have been at executive level.

MAIN PURPOSE OF THE JOB: To provide strategic leadership, coordination and technical guidance for medical laboratory, medical imaging, blood transfusion, bio-medical engineering, pharmaceutical and emergency medical services.

KEY PERFORMANCE AREAS:

1. Advocate for quality health services from professional bodies during policy and legislation review.
2. Provide technical assistance to other ministries on development, implementation and review of their policies that impact on health issues.
3. Collaborate with international agencies for technical assistance on health issues, and with professional bodies and the private sector to ensure provision of quality health services.
4. Promote cost effective utilization of medicines and related medical supplies and equipment, and advocate for proper use of medication through consumer and health professional groups.
5. Initiate development and review of legislation and policies related to health clinical support services.
6. Develop and review health standards and support their implementation.
7. Interpret health service delivery policies to the District Health Management Teams and other health delivery structures.
8. Contribute to development and review of policies and legislation relating to medical laboratory, medical imaging, blood transfusion, bio-medical engineering, pharmaceutical and emergency medical services.
9. Oversee medical laboratory, medical imaging, blood transfusion, bio-medical engineering, pharmaceutical and emergency medical services.
10. Coordinate procurement, storage, distribution and usage of medical supplies.
11. Contribute to research on medical laboratory, medical imaging, blood transfusion, bio-medical engineering, pharmaceutical and emergency medical services.
12. Consolidate budget estimates for the clinical support services function and mobilise for funds from donors and stakeholders.

7. CIRCULAR NO: 24 of 2018
VACANCY: DISTRICT HEALTH MANAGEMENT TEAM (DHMT)
COORDINATOR- E1

Applications are invited from suitably qualified candidates for the above position in the Ministry of Health and Wellness, Department of Health Services Management, **tenable at different DHMTs around the country.**

SALARY: E1 (P409, 008 – P425, 556 per annum)

BENEFITS:

- a) Optional contributory Medical Aid Scheme (Government pays 50%, Employee pays 50%).
- b) A contract of 24-36 months with gratuity of 30% payable at the end of the contract.

LEAVE: 30 working days per annum

QUALIFICATIONS: A Minimum of Bachelor's Degree in any Clinical area/Bachelor of Medicine and Surgery/Doctor of Medicine.

EXPERIENCE: A minimum of ten (10) years (medical doctors), fourteen (14) years (Allied), or sixteen (16) years working experience in the health system, 2 years of which must have been at management/executive level.

MAIN PURPOSE OF THE JOB: To provide overall leadership to health service delivery at district level, as well as serve as a link between Ministry of Health and Wellness and other stakeholders.

KEY PERFORMANCE AREAS:

1. Oversee the implementation of Botswana National Health standards and adherence to National Health Policy, and other related policies, guidelines, and strategies.
2. Provide technical advice to the various district leadership structures in which they represent the Ministry of Health and Wellness.
3. Manage health partners and stakeholders at district level and Collaborate with stakeholders to achieve district health outcomes.
4. Initiate the development and review of health policies and programmes.
5. Plan and cascade Ministry of Health and Wellness objectives to district staff.
6. Oversee formulation of the health component of the District Disaster Management Plan and supervise its implementation.
7. Provide overall strategic direction and priorities of the District Health Management Team.
8. Manage and supervise overall performance of the District Health Management Team.
9. Advocate for provision of improved health services in the district.
10. Consolidate budget estimates for the district.
11. Align the procurement plan to the allocated budget and Oversee the allocated budget.

REQUIRED COMPETENCIES FOR ALL THE ABOVE POSITIONS:

1. Analytical and Strategic Thinking
2. Deciding and Initiating Action
3. Teamwork and Partnering

4. Communicating Effectively
5. Drive for Results
6. Planning and Execution
7. Supervision and Accountability
8. Innovating and Driving Change
9. Focusing on customers
10. Delivering Quality Service

APPLICATIONS:

Quote the number of the Vacancy Circular and provide the following details:

- a) Full name, address and place of birth.
- b) Brief summary of up to date career duties (Curriculum Vitae).
- c) Certified copies of certificates (Academic and Professional).
- d) A minimum of two current references (not more than 6 months).
- e) Certified copy of proof of Identity (Omang).
- f) Date of first appointment.
- g) Present post and date of appointment thereto.

Applications should be addressed to: -

PERMANENT SECRETARY
MINISTRY OF HEALTH & WELLNESS
P/BAG 0038
GABORONE

OR

Hand delivered to:

Ministry of Health and Wellness Headquarters
Office 8A21

IMPORTANT: All applications from serving Public Officers must be routed through their Heads of Departments and Permanent Secretaries. Applications not so routed will not be considered.

Only short listed candidates will be responded to.

Closing date: 28th September 2018, 1630hours. Applications received after the deadline will not be considered.

For further information contact: Human Resource Management Unit on

Tel: 3632856/2012

Vision: A Healthy Nation by 2023.

Values: Botho, Equity, Timeliness, Customer Focus, Teamwork, Accountability

