



Position Title: **Program Associate**
Location: **Lusaka, Zambia**
Report to: **Country Director, NASTAD-Zambia**

Purpose and Description

Based full-time in Lusaka, Zambia, this position works with the NASTAD-Zambia Country Director and NASTAD Country Lead, Population Council, and CDC-Zambia to assess and build the capacity of HIV health care providers to work with Most-At-Risk-Populations (MARPs). Additionally, this position will work to build relationships with community groups working with MARPs and strengthen their capacity to advocate for HIV research and resources to be inclusive of these communities.

Essential Functions

- With guidance from the Country Director and Country Lead develops and implements and analyzes health care facility assessment
- Develops and maintains relationships with community groups working with designated MARPs through ongoing meetings and regular communication
- Develops and maintains relationships with government and research staff engaged in HIV research related to MARPs
- With guidance from the Country Director develops and helps to implement capacity building plans for community based organizations, health care facilities and government organizations on work with MARPs
- Participates in technical working groups related to MARPs work
- Is knowledgeable of NASTAD policies and procedures and adheres to them
- Travels within Zambia as needed

Minimum Requirements

Skills/Knowledge

- Strong knowledge and familiarity with MARPs communities in Zambia
- Strong knowledge and familiarity with community groups working with MARPs in Zambia
- Good organizational skills
- Proficient in group facilitation with demonstrated ability to communicate and collaborate effectively with partners, staff, and colleagues with a high level of tact, diplomacy and confidentiality
- Exceptional ability to work independently and autonomously
- Excellent written and oral communication skills
- Ability to work well with, and support, the work of others

Experience/Education

- Bachelor's degree in Public Health, International Development, Social Work or other closely related field and 4 or more years experience, or Master's degree (fields as above) and 2 or more years experience; Experience in Public Health preferred

Special Working Conditions

- May require extensive travel within Zambia.

Employer's Rights

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any lawful reason.

How to Apply

Qualified candidates should submit credentials by e-mail only to GlobalHR@NASTAD.org. Subject line should read "**Program Associate, Zambia**". Please include a cover letter with earnings requirement, a resume or CV, and two references, as attachments. No phone calls in reference to this position will be accepted.