

# Kachere

US EMBASSY  
LUSAKA  
ZAMBIA



## REQUEST FOR NEW HOSTS: PEACE CORPS BED AND BREAKFAST PROGRAM

A hot shower, a soft bed and a fluffy pillow are among the simple pleasures in life. Here is a chance to offer just that to Peace Corps volunteers in need!

Peace Corps is recruiting additional hosts for the Bed and Breakfast program. We appreciate those of you who continue to host, and want to make sure we do not over-use your much appreciated hospitality.

For those of you who thought you were already on our list but "never get called" please let us know—we may not have properly entered your information to our list.

The purpose of the B&B:

To provide Peace Corps Volunteers with a safe, welcoming and affordable place to stay while in the capital on official or personal business;

and also to provide hosts with an opportunity to learn more about the work of Peace Corps and to get a fresh perspective on grassroots development issues in Zambia.

This is a great way to meet those fascinating folks who are "out there" in the bush, representing the U.S. under challenging circumstances—always full of interesting stories, and always anxious for a hot shower and cable TV.

If you have an extra bedroom available for a couple of nights stay, please send an email to Dorothy Musonda at [Dmusonda@zm.peacecorps.gov](mailto:Dmusonda@zm.peacecorps.gov).

Dorothy will send you additional details on how the program works, along with a simple registration form.

Thanks to those of you who have already hosted volunteers. We appreciate your support!!

If you have comments or suggestions for us, please feel free to call PC Country Director Cindy Threlkeld at 0979-836-605 or send her an email at [CThrelkeld@zm.peacecorps.gov](mailto:CThrelkeld@zm.peacecorps.gov). ■

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## 2008 Nominations for Outstanding Volunteerism

MGT NOTICE 077/2008

The season has started for Department of State to accept nominations for Outstanding Volunteerism Award. AF has always been a leader in these nominations.

The deadline for nominations for the Secretary of State Award for Outstanding Volunteerism Abroad (SOSA) is September 12, 2008. To date only 3 nominations from AF have been received. Last year's winner, Neil Krost from Cotonou, was an outstanding nominee and winner for his volunteer services in a remote orphanage, miles from Cotonou.

I'm sure we have just as many deserving people now as we have had in the past years that are doing amazing volunteer service that benefits the host country, or the American community, or providing service in emergencies.

The cash award has been raised to \$3,000.00 this year and direct hire American employees and family members over age 18 are eligible for nomination. AF has always had a number of stellar nominations.

Nominations should be sent via:

Email: [office@aafsw.org](mailto:office@aafsw.org) or

Fax: 703-820-5421.

There is no limit on the number of nominations a post submits. AF/EX, the entire Bureau and AAFSW look forward to receiving our nominations.

For specific eligibilities, nomination criteria, and methods of nominations, please either consult the cables or contact the Acting Management Officer at extension 2299.

### Publication Deadlines

Next Issue 4 September 2008

Submission by 2 September 12:00

Editor Rachel Cleverley

E-mail to [kacherelusaka@yahoo.com](mailto:kacherelusaka@yahoo.com)

The United States Mission in Zambia publishes the Kachere Newsletter for all mission employees and their families. The Kachere is not intended for general circulation. This weekly newsletter is distributed free of charge on Thursdays. Information contained herein does not constitute formal endorsement by the US Embassy or the Kachere.

### Numbers:

Post 1  
250-955 ext. 2221

Care for Business Hospital  
254-398

Duty Officer  
0966-864-030

GSO/FM Duty Officer  
0966-864-027

RSO Duty Officer  
0966-864-009

Nurse's Office  
250-955 ext. 2238 or 0966-864-039

CFB Appts & Urgent Care Needs  
252-917

### Hours:

Medical Unit  
0930-1230 (Mon - Fri) Walk ins  
1300-1700 (Mon - Thurs) By appt

Commissary  
0900 - 1300 (Mon - Thurs)  
1500 - 1800 (Mon & Wed)  
0900 - 1600 (Fri)

CLO  
0600 - 1500 (Mon & Wed)  
0700 - 1600 (Tues & Thurs)  
0700 - 1200 (Fri)


Voyagers Travel  
0900 - 1200 (Mon - Fri)  
1400 - 1530 (Mon - Thurs)

Citibank  
1100 - 1300 (Mon - Thurs)  
1030 - 1230 (Fri)


Embassy Gas Pump  
0730 - 1230; 1400 - 1730 (Mon - Thurs)  
0730 - 1300; 1400 - 17:00 (Fri)

# clo's line

## EMBASSY BULLETIN

 **NEW HOURS FOR AMCA:** After our "AMCA Hours Survey", most of you voted for option B. This means we will open the following hours:  
 Mondays: 9:00am - 1:00pm; 3:00pm - 6:00pm  
 Tuesdays: 9:00am - 1:00pm  
 Wednesdays: 9:00am - 1:00pm;  
 3:00pm - 6:00pm  
 Thursdays: 9:00am - 1:00pm  
 Fridays: 9:00am - 4:00pm  
 We will start working on these new hours starting on Wednesday, August 20th, 2008.

**DANCE CLASSES:** Anyone interested in forming a dance group (salsa, ballroom, tango, etc) please contact the CLO. Lusakac@state.gov.

 **ALL EFMS:** The CLO office is compiling emergency contact information on all of our EFMs at post. Over the years the forms have changed drastically, so we are missing some vital information. Could each individual please send the following information to LUSAKAC@STATE.GOV:

Children at Post:

Name  
 Grade  
 School

Address here in Zambia(not the pouch)  
 Home Phone Number


Primary Emergency Contact: This is an individual which you would contact if you ever needed to be evacuated

Name  
 Phone Number  
 Address

Alternate Emergency Contact:

Name  
 Phone Number  
 Address

This in no way means that we are going to be evacuated. This is a routine process of obtaining information necessary for our office. Thank you for your help.

 **HORSE RIDING:** This Friday there will be a horse riding group starting at Tro-tor for adults. If any of you are in-

## RECURRING ACTIVITIES:

### Monday

18:00 - Volleyball at Marine House. Bring I.D.  
 17:30-19:00 - Yoga with Terry Henning  
 0977273324

### Tuesday

Cub Scouts - contact Tim McVey for details (262-236)  
 18:00-19:00 - Yoga at French School (behind Alliance Française)

### Wednesday

18:00 - Basketball at Marine House

### Thursday

08:00-9:30 - Yoga with Terry Henning  
 0977273324  
 17:30-19:00 - Yoga with Terry Henning  
 0977273324  
 18:00 - Volleyball at Marine House. Bring ID  
 18:00-19:00 Yoga at French School (behind Alliance Française)  
 19:00 - Biodanza classes - 0979 594 330 / email: biodanzazambia@gmail.com / www.biodanza.co.za/zambia

### Saturday

10:30 - 13:00 Ultimate Frisbee at AIS upper field  
 10:00-11:00 - Yoga at French School (behind Alliance Française)  
 13:00-18:00 - Social Tennis at the Lusaka Sport Club. K15,000. Mixed doubles  
 16:00-17:30 - Yoga with Terry Henning  
 0977273324  
 Biodanza - 0979 594 330 / email: biodanzazambia@gmail.com / www.biodanza.co.za/zambia

### Sunday

6:30 - Running group. Contact Debi Philpot at debipotty@hotmail.com

Alcoholics Anonymous - Meets every Tuesday and Friday. Tuesday from 12:30 pm to 1:30 pm at Kara Counseling Resource Center, Bukavu Road, Thorn Park. Friday from 5:30 pm to 6:30 pm at Kalembe Hall, St. Ignatius Church. Info: 0977-400-633 or 095-400-926

Biodanza, will reconnect you with joy through fabulous music, non-choreographed movement and emotion. Biodanza is about feeling the fullness of every moment and awakening our passion for life. It works by opening your sense of joy, self-esteem and self-confidence, which matures with regular classes. Adult classes every Thursday evening at 7pm in Long Acres. Youth classes (6 to 12 yrs) Moms/Dads & classes (babies to 5 yrs) every second Saturday at 10am and 3pm respectively. Call Michelle at 0979 594 330 / email: biodanzazambia@gmail.com / www.biodanza.co.za/zambia for more info.

Chilanga Hackers Golf Society - Peter Manibach 290-818 or Kevin Birch 09777-790-900

Diplomatic Spouses Association (DSA) meets the last Tuesday of every month. Jill Penny 0977-770-094

Family cruises on the Kafue Queen Only 50 km from Lusaka. Transport available. Bar and BBQ on board. Info: Ian 0977-232-949, 0955-913-984, 01-216-016 (evenings), finot@zamnet.zm

Happy Mums and Toddlers International Group All moms with 3, 4, and 5 year olds are welcome to join the group. Conny 293-363, 0977-766-955, dizaco@uudial.zm

Jane Austen Book Club - Kini 0966-637-764

Karate and Self Defense Classes for Children, Men, and Women Shotokan karate. 0977-789-389, 095-704-540, 286-388

Ladies' Beginner Golf Lessons- Chainama Hills Golf Club (264-694)

Ladies Squash - Mulungushi Village Squash Club - Sue 0977-326-381, Jeff 0966-680-696

Lusaka Bridge Club - 250-409, 264-432, money@coppernet.zm

Lusaka Hash House Harriers - Lothario 0977-790-808, Boy Blue 0966-766-249, Jerry Mouse 0977-471-764, pgwhite@coppernet.zm or lusaka.hash@zambia.co.zm

Lusaka Kennel Club - 260-081

Lusaka Road Bikers - Ginty Melvill 0966-766-896, GintyM@seedco.co.zm or Len Ware 095-580-1954, murryfieldfarm@zamtel.zm or Andy Legg 0966-858-733, mcrop@zamnet.zm. The Road Bikers group is a recognized section of the Lusaka Motor Cycle Club.

Martial Arts for Children and Adults - 0977-783-537

NHL Club - street hockey - Mike 0977-376-450

Power Yoga - 097-779-0825, 0977-789-680

Tennis - Lusaka Club - 0977-964-121, lusakatennis@yahoo.com

Wildlife and Environmental Conservation Society of Zambia (WECSZ) - Meets once a month for ecological talks and lectures led by experienced conservationists - 251-630, wecsz@zamnet.zm

Zambia Basketball Association - mini basketball skills for children between 5 and 13 - Mwembe Kaona 0966-752-797

Zambia Ornithological Society - meets once a month for a bird walk in the countryside. Guida Bell-Cross 235-949, www.wattledcrane.com

Zambia Tae-Kwon-Do Association - 254-090

Zambia Universal Skydiving Club - learn to skydive. Dave 0966-860-306, Julius 0977-791-256, Gary 0977-337-153

interested in joining, sign up with the CLO.

**DUTCH REFORMED MARKET:** The Dutch Reformed Market will be postponed from this Saturday and is going to be held on September 6.

**LUSAKA & DISTRICT KENNEL CLUB:** Saturday, AUG 30th – Kennel Association of Zambia 31st All Breeds Championship Dog Show. Sunday, AUG 31st Lusaka & District Kennel Club 55th All Breeds Championship Dog Show. If you own a pedigree dog – why not enter! Info from 260081.

**CONCERT:** The Youth Group in my church (New Apostolic) will be presenting a Musical Concert at National Sports Development Center (NASDEC), next to Sunset Stadium (Off Thabo Mbeki Rd.) on August 31st, 2008 at 15hrs. The presentation will include Classic, Church and some Local compositions. I have some tickets (K20, 000) with me for anyone interested. All questions may be directed to me. Agrippa - amatamaA@state.gov.

## Special Needs Education Allowance

Children who receive the Special Needs Education Allowance are funded from 1 Sept to 31 Aug of each year. Renewals have to be requested by the employee/parent. If you have a child who receives funds under this allowance you have to apply for renewal by contacting Don Tartasky at tartaskydj@state.gov.

## Farewell

The new farewell for the Mabazza family will be Friday, August 29, from 11-12 in the conference room. We invite everyone to come by and bring snacks to share. -CLO

TIME: 9:15-13:00

MEET AT THE EMBASSY AT 9:00

DATE: SEPTEMBER 1, 2008

### U.S.MISSION STATEMENT:

Promoting Peace, Health, and Development through Partnerships with the Zambian People.

We will be helping Chainda by painting the outside of a new building.

*The Community School in Chainda is an OVC (orphaned and vulnerable children) and a Special Needs School. To date, a total of 325 children enjoy free education and a meal daily at this facility. With help, this school will become the central focus point of the Chainda community. The school's service to the community comes not only in the form of education, but in job opportunities and skill training programs for youth. Whoever said that the "sky is the limit...Chainda will rise way above it!"*

*-Chainda Community*



Volunteer Paint Day

PLEASE CONTACT THE CLO FOR MORE INFORMATION AND TO SIGN UP. CALL 250-955 EXT. 2291



# Weekly Update

August 20, 2008

## Transition to Washington for Foreign-Born Spouses (MQ302)

FSI will hold this course on September 13 from 9:00 AM to 1:00 PM. For Americans, a Washington assignment means coming home, but foreign-born spouses have different needs. This workshop introduces foreign-born newcomers to American culture with a focus on Washington as a foreign assignment. The course is open to foreign affairs agency employees and their spouses. To register, please email [FSITCTraining@state.gov](mailto:FSITCTraining@state.gov).

Participants will learn necessary steps to landing a job in the Washington, DC, area, develop a promotional elevator speech, improve their resume, explore successful interview techniques, and learn how to use networking as a tool in their job search.

To register, eligible family members enroll through the employee's Career Development Officer. If you have questions about the class or the registration process please email [FSITCTraining@state.gov](mailto:FSITCTraining@state.gov).

## Last Chance: PIT BUY-BACK DEADLINE IS AUGUST 29, 2008

The PIT Buy-Back Program allows family members who worked as Part-time, Intermittent, Temporary (PIT) employees in U.S. embassies between 1989-1998 to purchase credit towards retirement benefits for their government service. All eligible candidates are urged to apply.

PIT Buy-Back information and instructions can be found at: <http://www.state.gov/m/dghr/flo/c21613.htm>

## October 8: "Developing Virtual Job Opportunities"

The Transition Center, in partnership with the Family Liaison Office, presents "Developing Virtual Job Opportunities: An Employment Workshop" for Foreign Affairs Family Members, including Members of Household on Wednesday, October 8, 2008, 9 AM to 4 PM, in room C3109 at FSI.

This program is designed to teach participants how to locate legitimate employment and how freelance leads to develop home-based careers that are family-friendly, financially rewarding, professionally satisfying, portable, and in pace with the rapidly-evolving needs of the 21st century marketplace.

Non-State tuition rate: No charge

Who can register: This class is designed for Eligible Family Members (EFM) and Members of Household (MOH) of US Government foreign affairs employees.

To register: Write to the Transition Center at [FSITCTraining@state.gov](mailto:FSITCTraining@state.gov) by October 3. Please provide EFM/MOH's name, the employee's name and agency and email addresses for both.

## Two FSI Workshops: Demystifying the Employment Scene for Spouses, September 30:

### "Targeting the Job Market"

The Transition Center, Family Liaison Office and the Career Development Resource Center join together to bring to the spouses of foreign affairs agencies' employees the popular course MQ704, "Targeting the Job Market" on September 30, 2008, from 9 AM to 4 PM, at the Foreign Service Institute.

*Weekly Update is a compilation of news and information from the Family Liaison Office, Department of State for any American U.S. government employee who is serving, has served, or will be serving under Chief of Mission Authority and their family members or Members of Household. For more on any of the following items or for information on the many programs and resources FLO has available please visit FLO: on the Internet at: <http://www.state.gov/m/dghr/flo> or, for those who have access, the Intranet at: <http://hrweb.hr.state.gov/prd/hrweb/flo/index.cfm>; or, Email FLO at: [flo@state.gov](mailto:flo@state.gov). You can also call us at: 202-647-1076 or 1-800-440-0397. We look forward to hearing from you.*



# classifieds

Submit ads to [kacherelusaka@yahoo.com](mailto:kacherelusaka@yahoo.com) by noon on Tuesday. Ads will run for three issues and can be renewed. If the ad is obsolete before the three issues are up, please notify the editor as soon as possible. Thanks!

## AUTOMOBILES

**FIRST NOTICE** For Sale 1994 Toyota RAV4 2-doors, 90,000 km, only 1 year in Zambia, duty paid, great condition, new shocks, available end of September, \$9000 OBO, call 097 9 592294

**SECOND NOTICE** 2005 Land Rover Defender 110: Diesel 300 TDI Engine, air conditioning, custom leather exmoor trim and trakkers seating for seven (including two forward-facing folding third row seats), Alpine stereo system (6 speakers and subwoofer), Benbar bull bars and overhead luggage rack w/ ladder, 5 BF Goodrich Mud-Terrain tires and alloy wheels (w/locking lugs), 1 Michelin XCR 7.5x16 and steel wheel spare on overhead luggage rack, Safari Snorkel, Additional interior rubber mats for noise reduction, Alarm/auto door locks, Purchased Duty Free (duty must be paid by non-diplomatic buyers) Available mid-October 2008. U.S. \$42,000. Call: 0966-594-337

**SECOND NOTICE** Lady driven Mercedes Benz Saloon car, 1999 model A class 160. Price negotiable contact Charity on +260-0977-138408.

**THIRD NOTICE** Immaculate Light green 4X4 Toyota RAV4, 1995 model, 5 doors, manual transmission, sun-roof, ABS, air-bag. Call 0977-812001 or 0977-748264.

## FOR SALE

**FIRST NOTICE** dog crate (small/med) with bedding (K200,000), Train board-Thomas the Tank Engine (K175,000), Kid's Plastic Kitchen set with accessories (K300,000), Girls clothes size 5-7 (shirts, shorts, pants, coats, dresses), Ladies long rain/trench coat (K150,000), Men's windbreaker jacket (K75,000), Land Rover Defender spare parts almost new: 2 rear bench seats (K200,000 each).

**SECOND NOTICE** Brand new Deuter Kid Comfort 111 Child Carrier - USD \$249. Carry your newborn to toddler in this stylish back pack carrier- Max weight of 48.5 lb. It adjusts quickly to fit parents torso length and child's height. Has a five point harness system, central tensioning system and much more. Also, new ear plugs for sale, each for \$2.50. Contact 0976645369.

**THIRD NOTICE** Play Station 3, NTSC, 40G plus all accessories for sale ZMK3,500,000 Neg. Contact: 977-703-463.

## MISC

**FIRST NOTICE** Zenzi McCord, 14, is available to babysit evenings and weekends and during school holidays. She is in 9th grade at AIS and is a mature and responsible young lady. She is great with kids and is always a favorite with the younger crowd! If interested, please telephone 0978770096 to make arrangements.

**SECOND NOTICE** Threading available! If anyone is interested of getting their eyebrows or full face threaded, please call 097 664 5369 to make an appointment.

## STAFF

**SECOND NOTICE** Chrispine Shawba is an excellent gardener who has kept our yard looking incredibly neat and well manicured as well as taking good care of our pool and growing a large garden overflowing with tomatoes, cabbages, greens, onions and more. Chrispine has been honest and reliable and will be available to work in September. Anyone who is interested may phone James Wholters at 0966864016 or 250-955 Ext. 2304 for a reference and may arrange to see our yard at any time. Chrispine's work speaks for itself.

**THIRD NOTICE** Helen is an excellent housekeeper who keeps our house very

clean with little direction. She also looks after the children as the need arises. She completed the housekeeper/food handler's safety course. She is hard-working and trustworthy. Please contact Helen at 0976-153-861.

**THIRD NOTICE** Ms. Selita Chungu is an excellent cook and housekeeper. She follows recipes very well and is a hard worker. She's available anytime so please contact her directly at 0979498191 for an interview.

## RECOMMENDATIONS

**THIRD NOTICE** LAWS (Lusaka Animal Welfare Society) has dogs and puppies looking for warm, friendly homes. If you'd like to gain a dependable and loyal friend, contact Sue at 096.664.76.45.

## WANTED

**FIRST NOTICE** The McCord family is looking for a part time driver to run errands and manage the family schedule! Applicants must have at least 2 years of excellent driving experience with an American or expatriate family; must have an up-to-date Zambian license and a clean driving record. Please

deliver your letter of interest and any recommendations to Judith McCord at PATH on 1210 Addis Ababa Road by Monday, September 8 at noon.

**THIRD NOTICE** Got Unwanted Clothes/Shoes/Baby Items/Electronics/Miscellaneous Items? Consider donating unwanted clothes and household items to the Onse Village at the Bauleni Street Kids Project, on Leopards Hill Road. Money raised from the Community Shop and Onse Village support the school.

Items of particular interest: clothing; sport shoes and equipment; electronics and appliances (in working condition); books (for children and adults); baby items. Please contact Dandy Manning at 097 611 0808 for more information.

# nurse's notes



## Make September STEPtember

Individuals, families, worksites, schools and communities can make September STEPtember by joining the STEPtember Challenge. From Aug 17- Sep 30, the STEPtember Challenge will allow millions of Americans to make small changes to a healthier way of life. **America On the Move** challenges you, your family and your community to take small steps and make small changes to a healthier way of life. Get involved!

Also, The President's council on Physical Fitness has launched a new online Adult Fitness Test. Many baby boomers remember taking the youth fitness test in elementary school and now have a chance to see how they score as adults! The activities featured on the adult fitness test provide an estimate of your level of aerobic fitness, muscular strength and endurance, flexibility, and body composition. The results of each test provide a measure from which you can track your progress in each area as you become more physically active. If you're interested in testing your fitness level, please visit this link for the test. Find out more at <http://aom.americaonthemove.org> and <http://www.adultfitnesstest.org>.



## Smoking Cessation: Degrees of Influence

Our influence over many behaviors may be far-reaching. The recent mega study published in *The New England Journal of Medicine*, "The Collective Dynamics of Smoking in a Large Social Network," (<http://content.nejm.org/cgi/content/short/358/21/2249>) finds that over the course of 30 years social and personal relationships are found to strongly influence the collective dynamics of smoking. Here are some findings:

Since 1971 the prevalence of smoking in the U.S. has declined from 45% to 21% of the population. The risk of being a smoker was 61% higher if a person had a first degree relationship with the smoker (e.g. a spouse). Conversely the chances of quitting smoking were 67% if a person's spouse quit; 36% if a friend quit; 34% if a co-worker (from a small firm) quit; 25% if a sibling quit. "People are connected and so too is their health connected." Chris Gage, MS ARNP, FSHP stated this in his health unit article: "Become aware of how the opinions and behaviors of others affect you and influence your behaviors for better or worse. The flip side is to be aware that your opinions and behaviors can impact others in your social network." Lead by example.

**IMPORTANT TO NOTE:** The risks for smoking-related diseases for former smokers eventually fall to the levels of never-smokers. The sooner one quits the better, as it may take the lungs decades to recover from the ravages of smoking.

# employment

## PEACE CORPS PROGRAM & TRAINING SPECIALIST

Opening Date: April 4th

Location: Lusaka

Closing Date: until filled Salary Range: FSN 8 (ZK 91,737,900 to 144,616,878 per annum)

### Basic Function:

The Program & Training Specialist provides backstopping support to the Associate Peace Corps Director of Rural Education Development. This includes: Coordination and facilitation of the technical component of Pre-Service Training (PST); assistance during Volunteer In-Service Trainings; providing support to Volunteers in the field; liaising with Host Country Counterparts (e.g. MOE Officials) and other organizations; volunteer site identification and development; participation in project planning and implementation activities; management of world wide schools program; and secretarial support as needed. The position requires an energetic Zambian citizen with expertise in basic education, the Ministry of Education structure, designing and delivering training in an intercultural setting, as well as a desire to work with and support American volunteers, among other qualifications. It also involves frequent travel to the field and administrative/secretarial duties.

### Mandatory Qualifications:

In order to be selected for this position, the applicant must be a Zambian Citizen, must not have been employed in intelligence-related activities, and must submit an application that clearly documents how they meet each of the following mandatory requirements:

- Applicants must have at least two years of substantive experience in activities noted in the Basic Function,
- Must have completed secondary school,
- Must have a good working knowledge of the English language (spoken and written),
- Must have a demonstrated ability to work with other staff as a team,
- Must have a demonstrated ability to work in a multi-cultural setting,
- Must have proficiency in working with computers (word processing & spread sheet).

### Desired Qualifications:

- Although the following are not mandatory for selection, highly competitive applicants will have experience/education in the following.
- Three to five years of experience in training and programming support,
- Expertise in grass roots development methodologies,
- Three to five years experience working in the field of Education in Zambia
- Conference and meeting facilitation skills,

- An advanced diploma in education or related field of study (Possessing a degree in these fields will be an added advantage).

To apply, submit an application letter that addresses the Mandatory and Desired Qualifications, CV and list three references. Applications accepted until filled. Only short-listed candidates will be notified and no telephone inquiries will be entertained.

Address applications to:

The Program & Training Officer

PTS Education Position

Peace Corps Zambia

Plot 71A Kabulonga Rd., Kabulonga

PO Box 50707

Lusaka, Zambia

## PRESIDENT'S MALARIA INITIATIVE (PMI) RESIDENT ADVISOR

OPEN TO: ALL AMERICANS LIVING IN ZAMBIA (USPSCs), THIRD COUNTRY NATIONALS (TCNS), FOREIGN SERVICE NATIONALS (FSNS), STATE, AID, PEACE CORPS, DAO AND CDC EMPLOYEES

Subject: JOB ANNOUNCEMENT NO. 08- 11

USAID/Zambia has an immediate opening for the President's Malaria Initiative (PMI) Resident Advisor in the Population, Health and Nutrition Office.

### MAJOR DUTIES AND RESPONSIBILITIES:

The USAID President's Malaria Initiative Resident Advisor shall provide leadership, guidance and overall direction on the development and execution of the PMI program in collaboration with the PMI Resident Advisor from the Centers for Disease Control and Prevention (CDC). The USAID PMI Resident Advisor provides professional leadership in malaria that is vital to the achievement of USAID/Z's goal of improving the health status of Zambians. This involves the design, management and evaluation of PMI interventions that are critical elements in the overall development plans and of crucial importance to Zambia's political and public health leaders. The Advisor is also responsible for conceptualizing country program health activities and developing appropriate results expected, milestones and action plans to effectively implement those activities related to malaria. The Advisor shall exercise independent judgment in planning and carrying out tasks, will represent the USG in technical and policy forums, and will take initiative in resolving problems and conflicts. The Advisor will also perform inherently governmental functions such as officially representing USAID at functions, approving policy documents, managing contracts and grants, budgeting, and developing and preparing planning documents and work plans. Specifically, the Advisor will ensure that financial and technical reports (e.g., the annual Malaria Operational Plan) are pre-



pared and submitted as required including contributing to the Annual Operational Plans.

The Advisor will have regular contact and collaborate with various counterparts such as the Ministry of Health (MOH)/ National Malaria Control Center (NMCC), the Global Fund (GF), WHO, UNICEF, World Bank (WB), Malaria Control & Evaluation Partnership in Africa (MACEPA), Japan International Cooperation Agency (JICA), NGOs and Faith-Based Organizations (FBOs) to design, plan and implement malaria prevention and control activities consistent with the strategy plans of the MOH/NMCC and PMI. The incumbent shall also liaise with PMI backstops in USAID/Washington, counterparts in CDC/Atlanta, and USAID/Zambia personnel working within and overseeing the Mission's activities related to malaria control.

The incumbent must also have an understanding of the social, economic and cultural determinants and implications of the epidemic in Zambia and neighboring countries, as well as have the experience and skills required to help formulate the USG position on malaria and provide advice for important policy decisions as a key representative of the USAID/Zambia Mission. The incumbent will report directly to the PHN Deputy Director.

#### DESIRED QUALIFICATIONS:

**Education:** A graduate degree in social science or public health and/or a medical degree with experience implementing malaria programs is required.

**Prior Experience:** At least 10 years of progressively responsible experience in designing, implementing and managing malaria and/or other health programs in developing countries, with a preference given to candidates with African experience. The incumbent must possess public health program management experience, plus technical expertise in the area of malaria treatment, prevention and control.

**Knowledge of working:** Demonstrated technical knowledge of current theory and practice of at least one of the following areas related to malaria is required: (1) Malaria case management (2) Integrated Vector Management (3) Malaria in pregnancy. Knowledge and demonstrated senior-level strategic planning and management experience in leading malaria technical teams (especially prevention, treatment and control programs) and overseeing office operations. Strong working knowledge of USAID operations, rules, regulations, procedures, and priorities required; previous experience working directly for USAID is highly desirable.

**Language Proficiency:** Excellent verbal and written communication skills, including presentation skills.

**Skills and Abilities:** A minimum of ten (10) years experience, with at least five (5) years residential experience in developing countries, managing public health and malaria programs. Demonstrated technical leadership, strategic planning, analytical, and programmatic and fiscal managerial skills within the context of developing countries. Strong working knowledge of USAID or other US Government Agency programming, processes, documentation, and business practices. Excellent computer skills in Windows, MS Outlook, word processing, and spreadsheet software. Full functionality in using the inter-

net to solve problems and research information, such as USG and USAID regulatory guidance, best practices and latest trends relating to malaria and public health is required.

Qualified candidates should send a formal letter of application, a current CV, photocopies of professional certificates, degrees and the contact information for three professional references. Please reference the above announcement number.

The Executive Officer  
USAID/Zambia  
351 Independence Avenue  
P.O. Box 32481  
Fax: (260) 1-254532  
E-mail: jsharp@usaid.gov  
Lusaka

**Closing Date and time: August 29, 2008 at 1200 noon.**

Only short-listed candidates will be notified and provided with further instructions. Please note that no telephone enquiries will be entertained.

### **COMMISSARY SALES CLERK**

Starting Date: As soon as possible  
Immediate Supervisor: AMCA General Manager

#### JOB DESCRIPTION:

The Sales Clerk is responsible to the AMCA General Manager for helping with all aspects of the store's operations. The Sales Clerk will function as cashier and clerk during hours the store is open, assist with the monthly inventory, billing and collection of customers' accounts, monitor TDY accounts including setting up of account, charging TDY fees and receiving of payments, account for all cash received from customers. The Sales Clerk has responsibility for the routine duties involved in the display of perishable and non-perishable merchandise, cleanliness, and the safety and security of all Association property under his/her control. The Sales Clerk is also responsible for maintaining complete and accurate records and preparing forms and month-end reports concerning store operations. The Sales Clerk position is based in approx. 35 hours per week.

#### RESPONSIBILITIES:

The Sales Clerk is charged with the responsibility to:

- Conduct cashier and clerking duties at the commissary store in a professional and businesslike manner.
- Maintain the DVD library.
- The Sales Clerk will assist with monthly inventories, customer billing and collection.
- The Sales Clerk will be responsible for maintaining complete and accurate records of DVD rentals, fuel coupons, stamps and stamps.
- She/He will be responsible for ordering all local purchases, such as meat, cheese, flowers, etc.

#### SPECIFIC DUTIES:

- Report to work in a timely manner to ensure that the store is ready to open, perform duties of cashier during hours of store operation, properly close out the register after close of business, and remain until the goods are properly secure before locking up.

- Maintain a high standard of interpersonal skills with customers, suppliers, and AMCA staff.
- Ensure optimal orderliness, effective display, cleanliness, and organization of store.
- Properly record all customer account information including sales, payments, travellers check commissions, DVD rentals, postage stamp sales and gas coupons sales.
- Accurately record and post all customer payments of cash or checks.
- With General Manager's approval, accurately record store write-offs and damaged or consumed goods.
- Manage the input of accurate inventory data into the computerized inventory control system. Assist with the periodic physical inventory of stock to verify the accuracy of the computerized records.
- Assist with off-loading, inventory and receiving of imported goods (4 times a year).
- Receive and control of all locally purchased goods, including determining cost and sale prices as well as receiving into stocks.
- Prepare orders with local suppliers for weekly consumer needs.
- Supervise 2 employees (stockmen) to ensure a) correct stock levels, b) that stock is sold on a first in first out basis, and c) rotate stock as needed in order to achieve highest possible turnover rate.

**REQUIREMENTS:** Spouse of U.S. Direct-Hire employee or USAID Contractor, who is a member of AMCA. Must be at least 18 years of age.

**APPLICATION:** To apply, please submit a resume to the AMCA General Manager at the AMCA office. Please be specific when listing your computer skills and experience.

**CVs must be received in the AMCA office by COB September 5, 2008.**