

Trip Report April 20 – 30, 2009 GHARP II

Peter Coriander

April 20-30, 2009

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STTA/Consultancy Trip Report

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GHARP II
4/20/09-4/30/09

<p>I Executive Summary</p>	<p>MSH announces the implementation of a new project called the Guyana HIV-AIDS Reduction & Prevention (GHARP II) Project which will provide technical support to USAID’s HIV/AIDS Prevention, Care, and Treatment program in Guyana.</p> <p>The project is in the final stages of recruitment of local professional and support staff.</p>
<p>II Objectives of SOW</p>	<ul style="list-style-type: none"> • Conduct interviews of potential candidates for GHARP II project. • Negotiate salary offers with selected candidates. • Finalize hiring process and entry of new staff in MSH • Conduct basic HR orientation for GHARP II staff. • Identify benefits provider • Identify tax counselor/lawyer • Identify local payroll provider
<p>III Activities and Results/Impact</p>	<ul style="list-style-type: none"> • Develop job description for all positions- completed. • Advertisements put out in local newspapers. • Short listing / screening complete • Interviews for candidates for Director M&E, Director Finance, HSS Officer, Care & Support Advisor, Administrative Assistant, Accounting Specialist, Drivers and Office Attendants. • Negotiate and present salary offers. • Employment Contract – Developed draft template.
<p>IV Next Steps Recommendations</p>	<ul style="list-style-type: none"> • Employment Contract-lawyer has reviewed and contract is finalized. • HR Manual to be completed. Working with SCMS to complete manual. • Recommendations for medical provider completed – benefit provider identified. • Payroll provider identified. • Maintain tax records and submit statutory requirements. • Onboarding/orientation/PPRD process – ongoing.