

Job Opportunity

Date: Thursday September 6, 2018

Post: Principal Operations Officer

Grade: AU P4 equivalency

Department/Agency: Africa CDC

Supervisor: Head, Division of Management and Administration

Application deadline: Friday September 21, 2018

Duty station: Addis Ababa-Ethiopia

Background:

The African Field Epidemiology Network (AFENET) is a non-profit organization established in 2005 with a mission to improve human health through the strengthening and expansion of applied epidemiology and laboratory capacity in partnership with Ministries of Health, Non-Governmental Organizations, international agencies, private sector and other public health agencies. AFENET has its headquarters in Kampala, Uganda with operations in more than 30 African Countries.

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

AFENET in collaboration with African Union under the Africa Centres for Disease Control and Prevention (Africa CDC) which was officially launched in Addis Ababa, Ethiopia, on January 31, 2017; shall through a grant by Bill & Melinda Gates Foundation support Capacity for Public Health for the Africa Centres for Disease Control and Prevention (Africa CDC). The Africa CDC is Africa's first continent-wide public health agency and envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency mission is to strengthen Africa's public health institutions' capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programmes.

Towards meeting its' mission, the Africa CDC will work with African Union member States, WHO, and partners in the five geographic sub-regions of Africa to strengthen their capacity in five strategic priority areas: (1) public health surveillance and disease intelligence; (2) public health emergency preparedness and response; (3) public health laboratory systems and networks; (4) public health information and technology systems; and (5) public health research and public health

institutes. The guiding principles of the Africa CDC include Leadership, Management, Finance, Workforce, Partnership and Innovation.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and expertise.

AFENET therefore seeks to fill the position **Principal Operations Officer** with an applicant who is a national and citizen of AU Member States. The position is based at the AU Secretariat in Addis Ababa-Ethiopia.

Job Purpose

The Principal Operations Officer reports directly to the Head, Division of Management and Administration and provides advice and guidance to senior agency management on operational policies, procedures and systems applications supporting critical and routine programme operations in the Division. The Principal Operations Officer is responsible for ensuring implementation of high quality business operations supporting agency Divisions and Regional Coordinating Centres (RCC's) by coordinating the daily work of staff with the Division of Management and Administration and ensuring compliance agency with AU rules and regulations as appropriate. The incumbent monitors processing of business services support by the AU service divisions and resolves issues affecting quality and timeliness.

Major Duties and Responsibilities

The Principal Operations Officer shall:

- a) Advise and guide agency management on operational policies, procedures and systems supporting critical and routine programme operations.
- b) Facilitates delivery of programme management support, including financial management, human resources management, procurement, information technology networks and equipment, travel, facilities management and other functions executed at both headquarters and Regional Collaborating Centres. Works with staff to ensure overall agency compliance to AU rules and regulations, including established documentation and procedures for transacting administrative support functions processed by AU service divisions.
- c) Facilitates and supports Head, Division of Management and Administration efforts to ensure overall institutional accountability functions - including those necessary for auditing, budgeting, financial analysis, procurement, capital assets and property management and payroll and other operational systems and procedures - are implemented and monitored in accordance with AU and Africa CDC internal controls.
- d) Serves as the principal manager of agency budgets for Divisions and RCC's. Develops and manages budget frameworks and coordinates implementation and execution of these tools across Divisions and RCCs keeping senior management informed as appropriate.
- e) Serves as agency point of contact with AU service divisions to resolve issues and problems preventing end-to-end service provision.

- f) Reviews and processes approvals for routine actions within multiple agency administrative systems, e.g., procurement and travel.
- g) Oversees staff providing a full range of logistics support, procurement and travel.
- h) Under the direction of the designated Africa CDC Incident Commander, provides administrative and management services delivery in support of Africa CDC Emergency Response activities as appropriate and assigned.
- i) Performs other work as assigned.

Minimum Academic Qualifications

A minimum of Master's University Degree in Public Health, Business Administration, Public Administration or related field and relevant years of experience in public health, programme and/or project management in either public or private sector contexts, or related discipline.

Required professional Work Experience

- A minimum of 10 years of continuous and combined experience in implementing/coordinating public health programmes and/or other public or private sector programmes within a governmental agency, multi-lateral agency, academic institution, research organization or a private company. This experience may include coordination of management and operations portfolios and other executive level support.
- A minimum of 5 years practical experience in the coordination of business services of large public health programmes is preferred.
- Clear understanding of African health systems and fair knowledge of operations of the Ministry of health in Member States
- Deep understanding of the African Union way of working and managing associated relationships with Member State entities and partners.
- Proven history of strong leadership and effective health diplomacy in public sector and technical domains.
- Experience in the preparation of operational work plans, operational guidance and policies, and contributing programmatic input into technical proposals for advancing initiatives and programmes in either public or private sector domains.
- Demonstrable experience in drafting budgets and programme reporting documentation for executive level consumption.
- Demonstrable experience in supervising and leading teams and individuals, and delegating tasks and authority.
- In-depth knowledge of public health issues in Africa and previous experience working in Africa.

Required Skills and Competencies

A. Functional Skills

- Excellent organizational skills and works well under pressure.
- Excellent administrative skills and must be able to work with minimum supervision.
- Excellent experience, interpersonal skills and ability to organize and motivate others to work in a multi culture environment.
- Excellent planning, organizational and time management skills.
- Excellent diplomatic, representational, interpersonal and communication skills, including experience successfully interacting with stakeholders and decision-makers in technical and other professional settings;
- Demonstrated project planning and management skills for organizing, planning and executing projects from conception through implementation.
- Excellent narrative and financial reporting skills.
- Skills in translating highly technical information into presentations, briefings and report and funding proposals for both technical and lay audiences.
- Resourceful and skilled at collecting, analyzing and using data to recommend, make and communicate decisions of a technical nature for both technical and lay audiences.
- Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications and experience in using office software applications such as MS Excel, Power Point and Word.

B. Personal Abilities

- Leadership and management abilities.
- Pro-active and solutions oriented.
- Proven ability to work under pressure, stay on track and meet deadlines.
- Analytical and problem solving abilities.
- Proven ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports.
- Able to operate in a multicultural environment.
- High level of autonomy at work, yet with profound team spirit.
- Adaptive, patient, resourceful, resilient and flexible.

C. Language Requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

Remuneration:

Competitive based on qualification and experience.

How to apply:

Submit your resume, application letter, and relevant documentation to:

The Administration and HR Office email; sec@afenet.net

*ONLY successful candidates shall be contacted for an interview.

Please note that all applications should be sent online by close 5:30pm (EAT) Friday September 21, 2018.

Note: More details about this position can be obtained from our website: www.afenet.net