



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
P.O BOX 12874, Kampala, Uganda
Tel: +256 417 700 650
Fax: +256 312 265 595
www.afenet.net

Job Opportunity

Date: January 23, 2019

Title: Country Officer-FETP Sierra Leone

Number of Positions: One (01)

Application Deadline: Friday February 8, 2019

Duty Station: Freetown-Sierra Leone

Back ground:

The African Field Epidemiology Network (AFENET) is a not for profit, networking alliance and service organization that brings together field epidemiology training programs (FETPs) across Africa working side by side with Ministries of Health, regional and international partners. AFENET works to strengthen epidemiology and disease surveillance capabilities of African countries that are critical to meeting the requirements of the Integrated Disease Surveillance and Response (IDSR) strategy and the International Health Regulations (IHR).

Established in 2005, AFENET has supported more than 30 African countries across sub-Saharan Africa advance their capabilities in early detection and response to infectious and non-infectious diseases.

The Sierra Leone Ministry of Health and Sanitation (MoHS) in Sierra Leone with technical and financial support from World Health Organization, United States Centers for Disease Control and Prevention (US CDC) and other partners has revitalized the public health surveillance and response system. The system has greatly improved the ability of all levels of the health system to detect and respond to priority diseases by providing timely and reliable data for action.

The US CDC and the African Field Epidemiology Network (AFENET) collaborated to support MOHS to establish a field epidemiology training program (FETP) for surveillance and other public health workers at the national and subnational levels of the health systems.

The US CDC and AFENET are committed to supporting MOHS and thus are looking forward to recruit a **highly qualified and experienced person for the position of a Country Officer to support the Sierra Leone-FETP.**



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Terms of Reference: -

The Country Officer-FETP Sierra Leone shall be responsible for the following: -

- Support Field Epidemiology Training Program and coordinate the operational planning processes for activities and staff funded through AFENET
- Maintain an accurate and detailed calendar of the various events, due dates and schedules related to the assignments within the programs to ensure these activities occur as scheduled
Provide leadership, guidance and monitoring of SL AFENET staff by setting clear work objectives, ensuring timely and effective use of performance reviews and feedback mechanisms, engaging in regular communications, and solving interpersonal or technical conflicts
- Act as the AFENET focal point for human resources and supervise the monitoring of the leave and attendance records of SL AFENET staff
- In consultation with the Resident Advisor make travel arrangements for various personnel under the Program/project
- Provide finance and budget guidance to FETP administrative staff and advice on the correct application of financial rules and regulations of AFENET within Sierra Leone to ensure the smooth running of the program and effective implementation of the work plan
- Supervise and assess the financial, logistical and staff resources provided by AFENET
- Establish and maintain a variety of records and filing systems pertaining to areas of responsibility
- As assigned, prepare orders for purchase of materials, supplies and equipment upon approval; maintain records of transactions of the same
- Maintain records of program assets
- Prepare and submit periodical project activity reports and updates about the Program
- Coordinate monthly financial reporting of the cooperative agreement from AFENET to CDC HQ



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- Collaborate with US Centers for Disease Control and Prevention, Ministry of Health and Sanitation (MoHS), and in-country partners to support development and implementation of projects and ensure a smooth transition of FETP to MoHS

Academic requirements and Competencies:

- Degree in Business Administration, Social Sciences and or relevant qualifications
- Post-graduate qualification in Project Planning and Management or MBA is preferred advantage
- Not less than 5 years' experience in project management, project administration or coordination and proof of such in similar project work
- Experience with working in USG-funded programs or other international non-governmental organizations in similar work space
- Excellent computer knowledge and expertise in financial and budget management programs
- Superior verbal and written communication skills
- Strong decision-making skills
- Excellent leadership and organizational skills

Benefits: A competitive remuneration

Application Process

Interested candidates should submit their Application Letters detailing their experiences and skills, Curriculum Vitae, copies of relevant academic documents and 3 references to: **The Human Resource Office, African Field Epidemiology Network (AFENET). Email: sec@afenet.net on Friday, February 8, 2019 by close of business (East Africa Time).**

Note: In your application provide: Your name, email address, reliable telephone numbers.