



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
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www.afenet.net

Job Opportunity

Date: November 8, 2018

Title: EPI System Consultant

Terms of Contract: Six (6) months

Number of Positions: One (01)

Application Deadline: Friday November 30, 2018

Duty Station: South-Sudan-Juba

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).

The South Sudan Ministry of Health in collaboration with WHO, UNICEF and CDC are involved in implementing an EPI data quality improvement plan. The implementation is supported by the National Data Coordination Team, and needs the support of an EPI Systems Consultant to develop stand operating procedures (SOP).

The candidate for the position will be placed in the South Sudan National Immunization Program (NIP), based in Juba, South Sudan, and will support the National Data Coordination Team in developing SOP documents for routine immunization and vaccine-preventable disease (VPD) surveillance data management. The position will be contracted for 6 months. The EPI Systems Consultant will work under the supervision of the South Sudan Technical Assistance Team at CDC Atlanta, in coordination with AFENET. The EPI Systems Consultant will work with all in-country partners including the South Sudan Ministry of Health, WHO South Sudan Country Office, UNICEF Country Office, South Sudan EPI Capacity Building (ECB) Program, and others.

AFENET is seeking to recruit highly qualified EPI Systems Consultant to develop stand operating procedures (SOP).

Terms of Reference and Activities:

The EPI Systems Consultant is responsible for completing tasks and activities, including but not limited to:-

1. Support the South Sudan Technical Assistance Team at CDC Atlanta by coordinating activities, meetings and other logistics in collaboration with in-country partners for the development of immunization and VPD surveillance data management SOP guidance documents and support materials (e.g. job aids, etc.), including:
 - Coordinate with partners for one-on-one or large meetings to review, discuss, revise and/or develop routine immunization and VPD surveillance data management SOPs and support materials (e.g. job aids, etc.)
 - Secure meeting rooms
 - Draft meeting budgets
 - Coordinate and prepare letters of invitation for all in-country partners and stakeholders (if needed)
 - Take and manage notes/meeting minutes for all meetings and activities
 - Prepare reports/updates to share with in-country partners and stakeholders regarding progress of SOP development
2. Coordinate continuous record keeping and sharing of all related documents, reports and communications with the South Sudan National Data Coordination Team and South Sudan Technical Assistance Team in CDC Atlanta.
 - Forward all documents, reports, communications and data to the South Sudan Technical Assistance Team for archiving at CDC
3. Liaise between the South Sudan National Data Coordination Team and the South Sudan Technical Assistance Team in CDC Atlanta, including coordinating in-country meetings and conference calls, as needed:
 - Coordinate/set-up in-country meetings when CDC staff are in South Sudan
 - Schedule in-country meetings with in-country partners/stakeholders to gather information and provide updates on SOP development, when requested
 - Coordinate monthly conference calls with in-country partners/stakeholders and the South Sudan Technical Assistance Team at CDC in Atlanta
 - Schedule monthly calls with the South Sudan Technical Assistance Team in Atlanta
4. Any other activities deemed necessary by the South Sudan Technical Assistance Team at CDC in Atlanta

The contract for the EPI Systems Consultant may be renewed or terminated at the discretion of the South Sudan Technical Assistance Team at CDC Atlanta at any time. Performance evaluations will be conducted by the South Sudan Technical Assistance Team at CDC Atlanta, in conjunction with AFENET.



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Required outputs to be shared with the South Sudan Technical Assistance Team at CDC Atlanta and other in-country partners, as appropriate:

1. Monthly summary of activities, accomplishments and challenges
2. Meeting budgets, presentations, minutes/summaries
3. Monthly conference call schedule for the National Data Coordination team with South Sudan Technical Assistance Team at CDC Atlanta
4. Routine immunization and VPD surveillance data management SOPs/guidance documents and related materials (e.g. job aids, etc.)

Qualifications of South Sudan EPI Systems Consultant

- a. The South Sudan EPI Systems Consultant will have a strong understanding of/experience developing SOPs/guidance materials and/or EPI policy documents. The preferred candidate will have understanding of the South Sudan National Immunization Program including both immunization and VPD surveillance data management activities/processes; experience working with the South Sudan Ministry of Health, WHO South Sudan Country Office, UNICEF Country Office and/or other partner organizations. Excellent knowledge of spoken and written English is required.
- b. The consultant must have the ability to work harmoniously as a team member, adapt to diverse educational and cultural backgrounds and maintain a high standard of personal conduct.

Competencies:

- a. Producing results.
- b. Fostering integration and teamwork.
- c. Communicating in a credible and effective way.

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, November 30, 2018 by close of business (East Africa Time).**

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