



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](http://www.afenet.net)

## Job Opportunities

**Date:** Friday August 17, 2018

**Application deadline:** Friday August 31, 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.



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AFENET therefore seeks to fill the following positions with applicants who are nationals and citizens of AU Member States. The positions are based at the AU Secretariat in Addis Ababa-Ethiopia.

**1. Post: Principal Communications Officer**

**Grade:** AU P4 equivalency  
**Department:** Africa CDC  
**Supervisor:** Director, Africa CDC  
**Duty Station:** Addis Ababa, Ethiopia

**Job Purpose:**

The Principal Communications Officer serves as strategic counsel to the Head, Advocacy and Communications on the overall communications strategy and public health communication program activities of the Africa CDC. The Principal Communications Officer will report to the Head, with the primary responsibility for strategic planning, development and execution and evaluation of the enterprise communications platform supporting the long-term vision, strategic direction and annual goals and objectives of the Africa CDC.

**Major Duties and Responsibilities**

The Principal Communications Officer shall:

- a) Serves as a leading authority and integrates knowledge and experience of health communication programs and policies to provide advice and guidance on addressing complex communication issues to the Head, Advocacy and Communications and key stakeholders both within and outside the Africa CDC.
- b) Responsible for planning and execution of all aspects of the Africa CDC (internal and external) communications function. This includes, but not limited to: development of communications policies and procedures, web-site development and operations, public relations, social media, risk communications, facilitation of dissemination of scientific information and products, conduct of reviews and studies, and addressing other priority communication systems needs and requirements;

- c) Develop strategies, mechanisms and systems supporting the Africa CDC enterprise communications platform as needed to develop, document, maintain and disseminate information within the organization and externally to key stakeholders and partners;
- d) Keep leadership informed on key issues affecting the agency and prepare resources to communicate issues internally;
- e) Support the planning, product development, dissemination and evaluation of communications to key stakeholders as to build trust and promote awareness and understanding of the Africa CDC mission, vision, values, strategies and accomplishments;
- f) Represents and promotes priority agency communication initiatives, events and products;
- g) Ensures development and quality review of talking points, briefings, presentations, speeches and other communication products for use by the Director and other senior staff;
- h) Consults on, monitors, and measures progress and outcome of priority communication targets, products and activities. Identifies problems and implements corrective actions and communicates progress milestones as appropriate to the Head, Advocacy and Communications and other key stakeholders;
- i) Coordinates the use of a variety of methods and techniques in achieving communication goals such as media campaigns, news releases, radio and television scripts, feature articles, personal appearances, new conferences, exhibits, brochures, pamphlets, etc. to convey information concerning agency priority activities and programs to key stakeholders and partners.
  - j) Under the direction of the designated Africa CDC Incident Commander, coordinates delivery of communication services in support of Africa CDC Emergency Response activities as appropriate and assigned.
  - k) Performs other duties as assigned.

### **Minimum Academic Qualifications**

A minimum Masters' Degree in Communications, Journalism, Public relations or related discipline is preferred.

### **Required Experience**

- A minimum of 10 years of continuous and relevant\* work experience serving in communication roles in a public health or related setting with at least 3 years' experience at executive level is preferred. Experience with private sector communications agencies and public relations firms is also a plus.

- Demonstrated success working with senior leaders in high-profile situations to advance strategic communication goals. Experience working in a technical public health domain is also a plus.
- Proven track record at successful management of relationships with key media outlets to promote communication priorities - e.g., issuance of press releases, and organizing media events.
- Demonstrable experience in the development and management of risk communication products and activities.
- Demonstrable experience in working with digital media platforms and tools:
  - Coordinating and managing website development and maintenance.
  - Coordinating and managing content development for social media, e.g., Facebook, Twitter, Google+, LinkedIn, Pinterest and Instagram, and social media measurements tools, e.g., Hoot suite, Simply Measured, and/or Sprout Social.
  - Coordinating and managing use of public relations (PR) tools/databases such as Business Wire, Vocus and Cision is a plus.
- Demonstrable experience in supervision and managing teams;
- Previous experience working and/or living in developing countries is preferred.

*\*Relevant experience is defined as working in an academic, public health or commercial laboratory or health sciences research programme or other public health programme.*

## **Required Skills and Competencies**

### **A. Functional Skills**

- Comprehensive, expert knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the development and administration of domestic and international health communication programs to: research, develop, and evaluate key health communication policies, procedures, and guidelines, and advise the Head as appropriate.
- A strategic perspective, good instincts, and strong leadership abilities.
- Interpersonal relationship skills to establish and maintain effective and diplomatic working relations and to secure support and cooperation of others.
- Outstanding verbal and written skills and experience in executing various writing styles and voices, including journalistic and executive writing.

- Possesses excellent organization and project management skills and composure: ability to handle competing priorities and to work effectively in a challenging fast paced environment.
- Exercises judgment in managing confidential/sensitive information – trustworthy.
- Demonstrable skills in working with digital media platforms and tools and a strong command of document and graphic presentation and media software systems and tools.
- 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 such as MS Power Point, Word and Excel.

#### **B. Personal Abilities**

- Leadership and management abilities
- 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
- Pro-active and solutions oriented

#### **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.

## **2. Post: Programme Management Officer**

**Grade:** AU P3 equivalency

**Department/Agency:** Africa CDC

**Supervisor:** Head, Division of Management and Administration, Africa CDC

**Duty Station:** Addis Ababa, Ethiopia

### **Job Purpose**

The Technical Officer for the Africa CDC, will be responsible for providing substantive programme advice and assistance in independently carrying out a variety of technical and programme management support services in the area of public health programme implementation in service of Regional Collaborating Centres (RCC) and National Public Health Institutes (NPHI) activities and programmes. Technical assistance and programme management support activities may include project management, procurement, budget and financial management, epidemiology and surveillance outbreak preparedness and response, workforce capacity development, strengthening of health information systems, laboratory networks, public health research and other health systems strengthening activities, all in alignment with Africa CDC's vision and strategic plan and RCC priorities.

### **Major Duties and Responsibilities**

- Independently, or as part of a team, carries out projects and/or programmes in an assigned area, including, but not limited to administrative services and programme management support – including financial planning and budget execution, monitoring and reporting; resource management support for partnerships and collaboration activities; programme monitoring and evaluation; training and other miscellaneous programme management support requirements.
- Designs, develops, implements, manages and evaluates all aspects of a complex, politically sensitive or developmental special project or programme, as appropriate, within an assigned area.
- Provides high level advisory services to Africa CDC Divisions, RCCs, NPHIs and other implementing partners in developing, extending, and/or improving, public health strategies, guidelines and tools, communications and services. Analyzes existing or proposed activities. Identifies needs for improvement and methods and resources required to accomplish improvements. Serves as liaison, committee member, or similar point of contact with internal and external representatives.

- Performs difficult and complex advisory and assistance functions. Provides comprehensive technical and administrative advice and assistance to an assigned project or programme. Researches various sources and references - responds to inquiries and writes issue and background papers, a variety of reports, program policies, proposals, and other substantive program documentation. Resolves difficult management and administrative problems that prevent effective programme application.
- Manages complex public health grants, cooperative agreements, and contracts.
- Contributes input, and takes the lead as appropriate, in drafting monitoring and evaluation and other reporting for technical and programmatic activities against work-plans, projects, activities, grants and other administrative commitments at team, Division/RCC and Agency level as appropriate.
- Supports Emergency Operations Center Incident Management Systems activities as assigned through Regional Collaborating Centres. Coordinates and/or directly provides technical and programmatic assistance for specific requirements related to emergency procurement and related deployment logistics support, financial management, information technology (IT) equipment and systems logistics, case detection, monitoring and surveillance, disease reporting and other administrative and programme technical support for regional, national and localized activities related to public health emergency response.
- Performs other duties as assigned and appropriate.

### **Minimum academic Qualification**

- A minimum of Bachelors university degree in business administration, public administration, public policy and relevant years of experience in public health or related discipline or related experience in the non-profit or other governmental programmes and organizations. A Master's degree in business administration (MBA), Public Health Administration (MPH), Public Administration (MPA) or related discipline is preferred.
- Practical experience in implementing/coordinating public health epidemiology and surveillance or other public health programme and/or health sciences and outcomes research, in any setting, including a governmental agency, academic institution, research organization or a life-sciences company is required

### **Required professional Work Experience**

- A minimum of 5 years of continuous and combined experience in supporting implementation of public health programmes, with emphasis on disease monitoring and surveillance, prevention and control interventions, public health workforce development, information systems, emergency preparedness and response or other related public health

programme activities. Similar and relevant experience in programme management support in areas other than public health is also applicable.

- Demonstrable experience and work reflecting a clear understanding of the health systems on the Continent and fair knowledge of operations of the Ministry of health in Member States.
- Knowledge of public health programmes, health sciences research and health systems strengthening, and experience in supporting projects and programmes under government ministries and external donors.
- Previous experience working and in Africa that reflects an in-depth knowledge of public health issues in Africa.
- Understanding of the African Union way of working and managing associated relationships with Member State entities and partners is preferred.

## **Skills and competencies required**

### **A. Functional Skills**

- Demonstrable technical expertise and experience in supporting and/or managing complex, public health programmes with special emphasis on disease prevention and control, epidemiology and surveillance and other health information systems.
- Demonstrable analytical skills as needed to respond to myriad programme management support issues.
- Demonstrable skills to conceptualize, plan, develop, implement, and evaluate resource management support requirements.
- Demonstrable skill reporting skills for both narrative and financial reporting requirements.
- Excellent organizational and time-management skills and a proven ability to deliver under tight deadlines and works well under pressure.
- Excellent skills and abilities applied to translating technical information into presentations, briefings and report and funding proposals for both technical and lay audiences;
- Knowledge of oral communication techniques and skill in presentation delivery, programme consultation and credible verbal response to inquiries.
- Knowledge of interpersonal relationship practices and skills to meet and deal with persons of diverse backgrounds.
- Demonstrable skills in MS Excel and other financial reporting software is mandatory. Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications, experience in using office software applications such as Power Point and Word is also preferred.

## **B. Personal Abilities**

- 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
- Pro-active and solutions oriented

**Language Requirement:** Applicants must be proficient in at least two of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

### **3. Post: Mortality Surveillance Program Lead**

**Grade:** AU P4 equivalency

**Department:** Africa CDC

**Supervisor:** Director, Division of Surveillance and Disease Intelligence, Africa CDC

**Duty Station:** Addis Ababa, Ethiopia (preferred), potential to work remotely

## **Job Purpose**

The Mortality Surveillance Program Lead is responsible for driving and implementing a known strategy for improving mortality surveillance and data access across the continent. As a subject matter expert in surveillance and related public health programme implementation, the Program Lead will shape the strategy for working with country stakeholders to improve the representativeness and accuracy of mortality data surveillance systems. He or she will also work to ensure data quality and access by designing standards for tracking quality and by developing and maintaining a repository for data from across the continent.

## **Major Duties and Responsibilities**

The Lead of the Africa CDC Mortality Surveillance Program shall:

- Design and implement a strategy for improving the representativeness and quality of national mortality data through country-led mortality surveillance programs
- Interface with country leaders (e.g., NPHIs, MOHs, Ministers of Statistics) to advocate for improved mortality surveillance
- Facilitate dialogue amongst all country stakeholders to ensure alignment and buy-in for mortality surveillance programs

- Collaborate with technical assistance partners, build capacity of new technical assistance partners in Africa, and connect them with countries interested in improving mortality surveillance
- Design and maintain standards for data formatting and quality control to enable integration of data across the continent
- Design and maintain data repository for continent-wide mortality data
- Form data sharing agreements with countries to allow compilation of data in mortality data repository
- Identify potential funding partners, advocate for mortality surveillance funding, and connect funders to country leaders interested in improving mortality surveillance
- Assist countries with grant proposals for mortality surveillance funds

### **Minimum Qualification**

- a. Doctoral Degree (e.g., Ph.D., Sc.D. or D.Ph.) in a relevant discipline such as, but not limited to, public health, basic health science (e.g., biology, chemistry), epidemiology and health-services research, **or**
- b. Medical Degree (e.g., M.D., MBBS) and Master's university degree in infectious diseases, public health, or related sciences and relevant years of experience in medicine, public health or epidemiology or related discipline or completion of a Field Epidemiology Training Program.
- c. Practical experience is defined as implementing/coordinating public health epidemiology and surveillance or other public health program and/or health sciences and outcomes research, in any setting, including a governmental agency, academic institution, research organization or a life-sciences company is required

### **Required Experience**

- a. 7+ years of combined experience in coordinating/implementing public health programmes, strategic planning and research, with emphasis on infectious diseases, management, public health workforce development. Relies on this extensive experience and judgment to plan and accomplish goals.
- b. Experience in public health, epidemiology, infectious diseases and health Science including diseases surveillance, mapping, prevention & control, emergency preparedness and response.
- c. Clear understanding of the health systems on the Continent and fair knowledge of operations of the Ministry of health in Member States
- d. Proven track record of strong leadership and effective health diplomacy in scientific and technical domains.
- e. Experience in the preparation of strategic plans, policy and operational guidance, and technical proposals for advancing public health initiatives and programmes, and related goals and objectives.

- f. Demonstrable experience in working in the public health sector;
- g. Comprehensive knowledge of public health research and surveillance, and experience in managing projects and programmes under government ministries and external donors
- h. Demonstrable experience in drafting scientific and technical documentation for executive level consumption and/or peer review.
- i. In-depth knowledge of public health issues in Africa, and previous experience working and in Africa
- j. Demonstrable experience in supervising and leading teams and individuals, and delegating tasks and authority
- k. Deep understanding of the African Union way of working and managing associated relationships with Member State entities and partners.

## **Skills and competencies required**

### **A. Functional Skills**

- a) Excellent diplomatic, representational, interpersonal and communication skills, including experience successfully interacting with stakeholders and decision-makers in technical and other professional settings;
- b) Mastery of public health principals and practice as they relate to the implementation of public health programmes and service delivery;
- c) Excellent technical and scientific writing skills, in addition to Narrative and financial reporting skills;
- d) Excellent organizational skills and a proven ability to deliver under tight deadlines and works well under pressure;
- e) Demonstrated project planning and management skills for organizing, planning and executing public health projects from conception through implementation;
- f) Skills in translating highly technical information into presentations, briefings and report and funding proposals for both technical and lay audiences;
- g) Resourceful and skilled at collecting, analyzing and using data to recommend, make and communicate decisions of a technical nature to both scientific and lay audiences;
- h) Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications, experience in using office software applications such as MS Excel, Power Point and Word;

### **Personal Abilities**

- Leadership and management abilities
- 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;



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- Able to operate in a multicultural environment
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- Pro-active and solutions oriented

### **AU 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.

#### **4. Job title: Mortality Surveillance Program Manager**

**Grade:** AU P3 equivalency

**Department:** Africa CDC

**Supervisor:** Lead, Mortality Surveillance Program, Africa CDC

**Duty Station:** Addis Ababa, Ethiopia (preferred), potential to work remotely

### **Job Purpose**

The Mortality Surveillance Program Manager is responsible for designing and executing the program strategy for improving mortality surveillance and data access across the continent. This program is intended to promote advancement, innovation, and analysis of high quality national mortality data in Africa to inform Member States about health priorities. The Program Manager should have both related public health program implementation experience, and business, finance, or managerial experience. He or she will work closely with the Mortality Surveillance Program Lead to shape the scope and direction of the program and ensure smooth execution of the designed approach.

### **Major Duties and Responsibilities**

The Program Manager of the Africa CDC Mortality Surveillance Program shall:

- a. Provide technical expertise to inform the program's strategy for improving the representativeness and quality of national mortality data through country-led mortality surveillance programs
- b. Coordinate and manage meetings with country leaders (e.g., NPHIs, MOHs, Ministers of Statistics) to advocate for improved mortality surveillance
- c. Write reports, presentations, and other materials to articulate goals, accomplishments, plans, and proposals, including mortality surveillance reports.

- d. Map and continuously update the landscape of existing mortality data and identify highest-priority countries for mortality surveillance program expansion
- e. Work with African universities and non-governmental organizations to build capacity to help governments develop mortality surveillance programs.
- f. Design standards for mortality data formatting and quality control to enable integration of data across the continent
- g. Liaise across teams within the African Union to ensure data are incorporated into African Health Stats and other data systems
- h. Assist design, development, and maintaining of summary dashboard for mortality data repository
- i. Draft data sharing agreements with countries to allow compilation of data in mortality data repository
- j. Map the global funding landscape and identify key potential funders of country-led mortality surveillance systems
- k. Assist countries with grant proposals for mortality surveillance funds
- l. Manage Mortality Surveillance Program budget, tracking planned and incurred expenses to report back to team and external funders

### **Minimum Qualification**

University Master's Degree in public health or a related discipline such as but not limited to public health, epidemiology and health-services research

A clinical Degree (e.g., M.D, MPhil, in Medicine, Nursing or Pharm D) **AND** a Masters' degree in a related discipline or Doctoral degree (e.g., Ph.D., Sc.D. or D.PH.) in a relevant discipline such as, but not limited to, public health, epidemiology, health-services research, health outcomes research, biostatistics, environmental science or decision sciences is preferred.

### **Required Experience**

- A minimum of 5 years of relevant\* experience in implementing public health programmes, with special emphasis on epidemiology and surveillance or other public health programme and/or health sciences and outcomes research in any setting, including a governmental agency, academic institution, research organization or a life-sciences company.
- Clear understanding of health systems on the African continent and fair knowledge of operations of the Ministry of Health in Member States.
- Knowledge of public health programmes, health sciences research and health systems strengthening, and experience in supporting projects and programmes under government ministries and external donors. Knowledge and experience in supporting Public Health programmes or other public sector projects and programmes under government ministries and external donors.

- Knowledge of public health issues in Africa, and at least 5 years previous experience working in Africa.
- *\*Relevant experience is defined as implementing/coordinating public health epidemiology and surveillance or other public health programme and/or health sciences research programme.*

## **Skills and competencies required**

### **A. Functional Skills**

- a) Demonstrable technical expertise and experience in supporting and/or managing complex, public health programmes related to disease prevention and control, epidemiology and surveillance and other health information systems.
- b) Familiarity with the administrative and management practices and processes typically employed by public health and other public sector programmes.
- c) Sound technical writing skills, in addition to narrative and financial reporting skills.
- d) Excellent organizational and time-management skills and a proven ability to deliver under tight deadlines and work well under pressure.
- e) Excellent skills and abilities applied to translating technical information into presentations, briefings, reports, and funding proposals for both technical and lay audiences.
- f) Knowledge of interpersonal relationship practices to meet and deal with persons of diverse backgrounds.
- g) Knowledge of oral communication techniques to make presentations, provide programme consultation, and credible responses to inquiries.
- h) Demonstrable technical and scientific writing skills, in addition to narrative and technical reporting skills.
- i) 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.
- j) Demonstrated ability with regard to computer skills, including office administration and statistical software applications and online digital information systems.

### **Personal Abilities**

- 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;
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### **AU Language Requirement**

Applicants must be proficient in at least one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

### **AU 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](mailto: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 August 31, 2018.**

**Note: More details about this position can be obtained from our website: [www.afenet.net](http://www.afenet.net)**