



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: December 20, 2017

Title: Administrator-PHEOC

Number of Vacancies: (1)

Application deadline: January 5, 2018

Duty station: Public Health Emergency Operations Centre (PHEOC)

Location: Kampala-Uganda

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 16 countries.

AFENET seeks to fill position of Administrator which is based at the PHEOC with a competent person to support the Project operations and prevail over the administration and support function for the project.

Duties and responsibilities:

- Perform a variety of administrative and operational duties for the program
- Provide logistical support for the program and to other program staff/stakeholders.
- Prepare and follow up on payment requisitions in regard to various activities within the program/project
- 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;
- In charge of receiving and distributing of incoming and outgoing correspondences about the program/project.
- In liaison with the various program/project stakeholders, assist in drawing program activity plans and observe their executions as scheduled;
- As assigned, prepare orders for purchase of materials, supplies and equipment upon approval; maintain records of transactions of the same;
- Attend meetings; take, transcribe and distribute minutes concerning the respective program as directed;
- Establish and maintain a variety of records and filing systems pertaining to areas of responsibility;



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- In consultation with the immediate supervisor, make travel arrangements for various personnel under the program/project;
- Maintain records of program/projects assets;
- Prepare and submit periodic project activity reports and updates which include but not limited to trips reports, weekly/monthly/quarterly updates

Academic requirements:

- A degree in Business Administration, Social Sciences and or relevant qualifications
- A post graduate qualification in Project Planning and management is preferred advantage.
- Not less than 2-3 years' experience in project management, Project administration or coordination and proof of such in similar project work is important.
- Excellent Computer knowledge

Remuneration:

Competitive based on qualification and experience.

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 January 5, 2018.

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