



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
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www.afenet.net

Job Opportunity

Programme Management Officer (*Re-advertised*)

Date: Wednesday January 30, 2019

Application deadline: Wednesday February 13, 2019

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 this position with applicants who are nationals and citizens of AU Member States. This position is based at the AU Secretariat in Addis Ababa-Ethiopia.

1. 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.



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- 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 English and preferably French as well. Knowledge of one more or several other Africa Union official 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) Wednesday February 13, 2019

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



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