



AFENET Secretariat  
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[www.afenet.net](http://www.afenet.net)

# Job Opportunities

**Date: Monday March 27, 2023**

**Department:** Africa Centres for Disease Control (Africa CDC)

**Programme:** Saving Lives and Livelihoods (SLL)

**Application deadline: Friday April 7, 2023**

## **Background:**

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.

The Africa Centres for Disease Control and Prevention (Africa CDC) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. 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.

Africa CDC has been at the forefront of the continent's fight against the pandemic. The agency has set a goal to vaccinate 70 percent the continent's population before the end of 2024. To achieve this ambitious and critical goal, the Africa CDC and the Mastercard Foundation are launching "Saving Lives and Livelihoods," "partnership for COVID-19 Vaccination in Africa." The planned Saving Lives and Livelihoods partnership is a unique initiative due to its scope and scale, the critical topics it focuses on, as well as the way it will be governed.

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.



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Hence, Africa CDC invites applicants who are citizens of Member States for a fixed term post of the **Logistics and Supply Chain Officers** position for the Saving Lives and Livelihoods Programme.

## **Post:**

**Job title:** Logistics and Supply Officer-Saving Lives and Livelihoods

**Grade:** Rapid Responder (RR) equivalency

**Number of posts:** 14

**Department:** Africa CDC

**Supervisor:** Primary Supervisor- Head of Division, Disease Control & Prevention  
Secondary Supervisor -Technical Assistance Team Lead

**Duty Station:** Assigned Country

### **Job Description Summary**

The Logistics and Supply Officer will support coordination of logistics and supply chain related activities of Africa CDC for the Saving Lives and Livelihoods Programme and other logistics and supply chain needs of the assigned member state as a way of strengthening the health system of the assigned member state.

### **Major Duties and Responsibilities**

The Logistics and Supply Chain Officer shall:

- Support the coordination and management of logistics functions of Africa CDC for the Saving Lives and Livelihoods programme working closely with implementing partners and member states.
- Identify requirements and establish and maintain all logistical infrastructures for administration and operations.
- Plan the logistics capacity need for Africa CDC and the member states including the programme
- Develop and maintain contacts with a broad range of partners in-country, including governments, partners, the wider UN agencies, and relevant Non-State actors to support Africa CDC's field mission operations and ensure the mission is coordinated with other actors in-country.

- Work with the wider programme technical teams to develop strategy and coordinate logistics planning requirements of both the Africa CDC SLL program and the member states
- Provide field logistical support and coordination, including.
  - In-country risk assessment for deployed resources
  - Assessments of partner agency logistics and supply in emergency situations
  - Identify and procure equipment and supplies in country
  - Establish, manage and maintain essential communications both within the deployed team and with wider agency collaborators.
- Maintain a flexible system of logistical support to ensure rapid acquisition and transport of requested resources
- Maintain accurate and comprehensive records of activities and audit controls.
- Represent Africa CDC team in logistics coordination meetings and ensure coordination with partners
- Represent Africa CDC in a professional manner, which creates a positive image and enhances the credibility of the organization
- Perform any other duties as requested by the supervisor.

### **Qualification and work experience required**

- Master's Degree in Supply Chain Management, Pharmacy, or other clearly related disciplines. Candidates should have a minimum of 3 years of work experience. Managerial/ supervisory experience is an added advantage.

#### **OR**

- Bachelor's Degree in Supply Chain Management, Pharmacy, or other clearly related disciplines. Candidates should have a minimum of 5 years of work experience. Managerial/ supervisory experience is an added advantage.

### **Required skills and Competencies**

#### **A. Functional skills**

- Proven work experience in supporting or managing logistics operation for public health programmes
- Extensive knowledge of vaccine supply chain management.
- Familiar with laws, regulations, and requirements as they apply to logistics
- Knowledge of public health will be an advantage
- Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications experience in using office software such as MS Power Point, Word and Excel.



## **B. Personal Abilities**

- Good coordination and organizational abilities
- Strong problem-solving abilities
- Ability to plan ahead and predict potential and emerging barriers
- Ability to build strong relationships internally and with external stakeholders
- High level of autonomy at work, yet with profound team spirit
- Ability to work under pressure, with minimal supervision, and in aculturally diverse team
- Adaptive, patient, resourceful, resilient and flexible

## **Language Requirement**

Applicants must be proficient in at least one of the African Union working languages (English, French, Arabic, Portuguese, Spanish or Swahili). Knowledge of two or more of African Union working languages would be an added advantage.

## **Tenure of Appointment**

The appointment will be made on a fixed term contract of which the first three months will be considered as a probationary period. Thereafter, the contract will be renewed annually subject to satisfactory performance and fund availability.

## **Gender Mainstreaming**

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

## **Remuneration**

For International hires indicative pay is US\$ 6,000 per month. For local hires, the indicative pay is US\$ 3,000 per month.

## **How to apply: Submit your resume, application letter, and relevant documentation to:**

Interested candidates are welcome to apply by either of these two means.

- a. The Ministry of Health or the National Public Health Institute of member state can submit a maximum of three CVs for a position

Or send applications to.

- The Administration & Human Resource Office
- African Field Epidemiology Network (AFENET)
- <https://recruitment.afenet.net> and a copy on Email: [sec@afenet.net](mailto:sec@afenet.net)



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\*ONLY successful candidates shall be contacted for an interview.

**Please note that all applications should be sent online by close of business 5:30 pm (EAT)  
Friday April 7, 2023**

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