



AFENET Secretariat
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Job Opportunity

Date: Friday April 21, 2023

Department: Africa Centres for Disease Control (Africa CDC)

Application deadline: Friday May 5, 2023

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.

The Africa Centres for Disease Control and Prevention (Africa CDC) is an autonomous health institution of the African Union that supports Member States in their efforts to strengthen their public health systems. Africa CDC was officially launched in January 2017, and is guided by the principles of leadership, credibility, and ownership, and delegated authority, timely dissemination of information, transparency, accountability, and value addition. The institution works with all African countries to strengthen the capabilities of their public health institutions for disease surveillance, emergency response, prevention and control, including the capacity to detect and respond quickly and effectively to disease threats. It also serves as a platform for Member States to share and exchange knowledge and lessons from public health interventions.

Public health emergencies arising from public health threats and events continue to be major concern not only in Africa continent but all over the world. To better prepare and respond to these, Africa CDC should have in place a well-established structure of Procurement, Supply Chain and Operations Management.

To have effective operations, Africa CDC intends to recruit qualified **Procurement/Supply Chain Officers** – to provide Procurement Coordination support to the Africa CDC Secretariat, Regional Collaborating Centres and other partners as appropriate. Work involves Procurement support as needed to advance agency strategic objectives, particularly in support of preparedness & response actions to public health emergencies.



1. Post:

Job Title: Procurement/Supply Chain Officers

Grade: AU/P2 equivalency

Number of posts: 2 (two)

Department: Africa CDC Headquarters

Division: Management & Administration

Supervisor: Senior Procurement Officer

Duty Station: Addis Ababa, Ethiopia

Job purpose:

Under the direction of the Division of Management and Administration, he/she will support the delivery of end-to-end procurement activities from planning to contract award in support of Africa CDC activities including Emergency Response activities in accordance with the AU Procurement Guidelines and Emergency Procurement Procedures: Procuring Goods, Services and Works.

Main Duties and Responsibilities:

The **Procurement / Supply Chain Officer**– is responsible for the below:

Main Functions

- Develop, execute, and administer complex procurements for diverse works, goods and services in accordance with AU Regulations and internally accepted standards and procedures;
- Provide advice and guidance as procurement officer responsible for all aspects of procurement functions including providing procurement expert advice, advising management and clients on wide ranging and complex technical and other issues relating to institutional procurement.
- Assistance with the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch by fax and messenger.
- Routing copying and circulation of quotes, bids and proposal for evaluation;
- Researching pricing obtaining quotes locally on low value items;
- Participate in the execution of predefined programmes and activities of the Institution.
- Ensure that Institution activities are in line with predefined policies and report any anomalies.
- Engage with relevant stakeholders to build lasting relationships and promote collaboration.
- Ensure the effective exchange of information between the Institution and relevant stakeholders.

Specific Duties and Responsibilities:

- In consultation with Business Units, reviews the type of works, goods and services required and recommends appropriate procurement strategy and method and sources to be solicited.
- Prepare solicitation documents for goods, works and services to be procured using appropriate methodologies. Carry out the procurement process, including pre-bidding conference, evaluation of bids, post-qualification and recommendation for award in line with African Union's Procurement procedures.
- Prepare and disseminate the annual procurement plan of the Africa CDC. Monitor and track the Implementation of the Annual Procurement Plan in close collaboration with Business Units.
- Assist in the preparation of logistics and support plans, deployment timelines and budget requirements for Africa CDC/RCC mission support activities.
- Support the clearance of inbound and outbound supplies into or from humanitarian hubs in a cost efficient and timely manner.
- Develop policies, guidelines, Standard Operational Procedures and Monitor, assess and keep senior management informed of the quality, efficiency and timeliness of logistical operations.
- Co-ordinate with relevant customs and government offices to import/export various medical supplies.
- Co-ordinate with relevant AU and Africa CDC partners on logistical related issues and platforms.
- Communicate and coordinate with logistics providers at national and regional levels that facilitate the transportations of relevant supplies without compromising the quality/ standard of the goods.
- Contribute to the development of concepts and plans for logistical support to be provided by the Africa CDC/ RCC to AU Member States during preparedness and response activities.
- Co-ordinate with relevant departments within the AU and participate in the development and management of the AU Continental Logistics Bases.
- Prepare periodic reports and statistics on procurement activities such as purchase orders, Reviews progress and status reports as required.
- Facilitate and conduct Procurement training in procurement techniques, processes and systems for African Union (Africa CDC) staff.
- Review submissions from Africa CDC Regional offices for compliance with procedures prior to submission for consideration and approval by the Internal Procurement Committee or Tender Board.

- Providing guidance to Business Units on procurement, as well as oversight. Support Business Units in creating departmental procurement plans and estimates.
- Provide advice and guidance to Business Units concerning development of specifications for acquisition of goods or related services including preparation of price estimates on procurement requests for non-standard items.
- Develop procurement strategies for project and corporate procurements.
- Ensure timely implementation of procurement activities, in accordance with project schedules.
- Prepare and present procurement cases to the relevant authorities for approval.
- Identify and manage procurement risk in the procurement cycle.
- Track orders to ensure prompt delivery of services;
- Perform any other relevant duty/ responsibility assigned by the Supervisor.

Minimum Qualification:

The minimum qualification requirements are:

- A Master's degree in Procurement, Supply Chain Management, Logistics, Business administration, or relevant discipline with at least 2 years of experience.

Or,

- A bachelor's degree with 5 years of experience in supply chain management, Logistics or Procurement

Required Professional Work Experience

- A minimum of 5 years' experience working in the field of Procurement, logistics or Supply Chain Management within a major Government, International Organization, large Public or Private sector organization.
- Prior experience in providing procurement and logistical support in a public health, military or related institution including in Emergency support operations.
- Experience in web-based management / ERP system, such as SAP.
- Experience in AU Procurement system, International procurement systems like of UN or related is an added advantage
- Previous experience working in Africa that reflects knowledge of public procurement issues in general.
- Demonstrable experience and an in-depth knowledge of operations of the Africa CDC, Regional Collaborating Centres and National Public Health Institutes is preferred.
- Understanding of the African Union's way of working and managing associated relationships with Member States and partners is a valuable asset.

Skills and competencies required

A. Functional Skills

- Analytical Thinking and Problem Solving: - Identifies alternative approaches or actions to a problem, be able to make a decision and take action quickly and decisively when there is not enough information.
- Job Knowledge Sharing: - Shares knowledge and information appropriately and participates in activities to facilitate sharing. Understands and complies with information management standards and guidelines.
- Drive for Result: - Makes specific changes in the system or in own work methods to improve performance without setting any specific goal.
- Continuous Improvement Focus: - Impacts job efficiency and objectives by doing something new and different within the area but not necessarily new to the work unit/organization.
- Demonstrable proficiency in MS Word, MS Excel, Power Point, packages as well as data analysis skills.

B. Personal Skills

- Strong oral and written communication skills
- Sound planning and organisational skills
- Interpersonal skills
- Strong analytical skills problem-solving skills
- Ability to work across business units / geographical locations and cultural sensitivity
- Ability to work under pressure, stay on track and meet deadlines

Language requirement:

Proficiency in one of the African Union working languages. Knowledge of one or several other working languages would be an added advantage.

Gender Mainstreaming:

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

Remuneration

Indicative basic salary of US\$ 35,044.83 (P2 Step5) per annum plus other related entitlements e.g., Post adjustment of US\$16,120.62 (46% of basic salary per annum), Housing allowance of US\$22,932 per annum, thus a total of US\$74,097.45 per annum plus Gratuity of 15% of Gross salary per annum.



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

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

*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 May 5, 2023**

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