



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

# Job Opportunity

**Date:** Friday September 15, 2023

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

**Application deadline:** Friday September 29, 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 a specialized technical 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.

To facilitate its objective of developing and strengthening the Leadership capacity of key Public Health Institutions in Africa, Africa CDC is looking to recruit a qualified **Human Resource Assistant** to work in close collaboration with the HRM Human Resources Office, and provide technical professional support to the SHRO in the implementation of human resources (HR) policies (systems, processes, procedures and practices) by applying the principles of planning, organizing, leading and controlling activities through the implementation of relevant best practices that are aimed at achieving the Africa CDC strategic objectives. Factors in terms of the Africa CDC social and environmental will be relevant – including demographic, hardship, travel and other local conditions.

## 1. Post:

<b>Job title:</b>	<b>Human Resource Assistant</b>
<b>Grade:</b>	<b>GSA5-Step 5 equivalency</b>
<b>Number of posts:</b>	<b>4 (Four)</b>
<b>Department:</b>	<b>Africa CDC Headquarters</b>
<b>Supervisor:</b>	<b>Senior Human Resources Officer (SHRO)</b>
<b>Duty Station:</b>	<b>Addis Ababa, Ethiopia</b>

### Main Duties and Responsibilities

The Human Resource Assistants will be expected to carry out the following responsibilities:

Major duties and responsibilities include:

- a) Provide assistance on general HR queries and follow up actions, to ensure consistent and high-quality HR services are delivered to clients.
- b) Provide guidance and on-the-job training to other staff, to support their development and increased knowledge of HR systems and procedures required to perform their duties.
- c) Liaise with other internal units/offices on HR related matters, i.e. payroll, contracts, etc. and provide necessary information in order to enable timely HR services.
- d) Extract and compile HR data on staff recruitment and selection, contractual conditions, entitlements, performance, and training requirements, to support analysis and reporting needs.

### Specific Responsibilities

- e) Provide administrative support in various HR activities in the areas of work allocated by the supervisor, including on boarding of new staff members in compliance with relevant processes and procedures.
- f) Maintain confidential personnel records, HR databases and archives, to ensure data and files are accurately stored and updated in compliance with the established standards.
- g) Draft various HR documentation required for the specific area of work (e.g. employment contracts, transfer letters, training - related documents, etc.) ensuring accuracy and meeting established deadlines.
- h) Use HR management systems for entering and updating a variety of HR data including assistance in monitoring various deadlines (e.g. contract expiration, SAP, etc.), ensuring compliance with the established deadlines and accuracy of HR data.
- i) Support staff deployment and related administrative actions including preparation of basic reports, to facilitate efficient HR service enabling Africa CDC to respond quickly to a crisis.
- j) Contribute to the development of HR Key Performance Indicators/Dashboards.
- k) Develop reports and graphs based on the extracted data from SAP.
- l) Help to implement HR policies.
- m) Help to carry out all assignments relating to the separation from the service of Africa CDC.

n) Perform other duties as required.

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

- A minimum of a Diploma in Business administration, Human Resources Management, or a related field with at least three (3) years continuous of relevant work experience in an international Organization.

**OR**

- A Bachelor's degree in Human Resources Management or a related field will be considered provided they have at least two (2) years continuous relevant work experience in an international Organization.

### **A. Required Skills and Competences:**

- Computer literacy.
- Sound administrative skills and ability to multitask.
- Meticulous attention to detail.
- Highly developed organizational skills and ability to meet deadlines.

### **Functional Competencies**

- Ability to work under pressure.
- Self-motivated, creative, and a reliable team player.
- Ability to work in a multi-cultural environment.

### **Personal Abilities:**

- Excellent Interpersonal skills
- Delegation skills
- Willingness to work unsociable hours
- Ability to work in a multicultural environment
- High level of autonomy at work, yet with profound team-spirit
- Adaptive, Patient, resilient and flexible
- Pro-active and solutions oriented

### **Language requirement:**

Proficiency in at least one of the African Union working languages (English, French, Arabic or Portuguese). 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 for a period of one (1) year, of which the first three months will be considered as a probationary period. Thereafter, the contract will be renewed subject to satisfactory performance and fund availability.



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**Gender Mainstreaming:**

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

**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> (MUST) and a copy on 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 of business 5:30 pm (EAT)  
Friday September 29, 2023**

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