

Job Opportunities

Date: Thursday January 11, 2024

Department: Africa CDC Headquarters

Duty Station: Addis Ababa, Ethiopia

Application deadline: Thursday January 24, 2024

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.

Officially launched in Addis Ababa, Ethiopia in January 2017 as a specialized technical institution of the African Union, the Africa Centres for Disease Control and Prevention (Africa CDC) is Africa's first continent-wide public health agency. Africa CDC 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's 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 programs. Towards meeting its mission, the Africa CDC will work with African Union (AU) Member States, WHO, and partners in the five geographic regions of the AU to strengthen their capacity in at least 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 Africa CDC invites applications who are citizens of AU Member States to apply for the position of **Administrative Assistant to the Director of Communication.**

1. Post

Job title: Administrative Assistant to the Director of Communication

Number of posts: 1 (one)

Grade: AU/GSA5 equivalency

Department: Directorate of Communication and Public Information

Supervisor: Director of Communication and Public Information

Duty Station: Addis Ababa, Ethiopia

Job purpose:

The Administrative Assistant to the Director of Communication will play a vital role in providing administrative support and facilitating efficient communication within the Communication and Public Information Directorate. This position requires a background in communication and administration to handle a range of administrative tasks, coordinate communication activities, and ensure effective coordination and collaboration between the Director of Communication and internal and external partners.

Major Duties and Responsibilities:

The Administrative Assistant shall:

- Provide comprehensive administrative support to the Director of Communication, including managing calendars, appointments, travel arrangements, and correspondence.
- Coordinate and communicate with internal teams, external stakeholders, and partners to facilitate seamless communication and collaboration.
- Prepare, review, and format communication materials, such as reports, presentations, and correspondence, ensuring accuracy and adherence to communication guidelines.
- Organize and maintain files, records, and documentation related to communication projects, initiatives, and events.
- Assist in organising and coordinating meetings, workshops, conferences, and events, including logistics, invitations, agendas, and documentation.
- Support the coordination of media relations activities, such as monitoring media coverage, preparing media briefings, and managing media inquiries.
- Maintain and update Africa CDC's communication-related databases, contact lists, creative software license subscriptions and distribution lists.
- Assist in coordinating and updating content on Africa CDC's website, social media channels, and other communication platforms.
- Handle confidential and sensitive information with utmost discretion and maintain high professionalism.

Qualification and work experience required:

- Bachelor's degree in public administration, communication, public relations, journalism, or a relevant field. A master's degree is a plus.

Required Professional Work Experience

- Proven experience in communication and administrative support, preferably in a healthcare or public health setting.
- Excellent written and verbal communication skills, with attention to detail and accuracy in all aspects of work.
- Strong organisational and time management skills, with the ability to handle multiple tasks and prioritise effectively.
- Proficiency in using relevant communication, project management, and data analysis software and tools.
- Ability to work independently and collaboratively in a fast-paced environment, with a strong sense of initiative and problem-solving skills.
- Professional interpersonal skills, with the ability to work effectively with diverse stakeholders and maintain confidentiality.
- Knowledge of public health issues and the African health landscape is desirable.

A. Functional skills

- Strong administrative skills, including organisation, time management, and attention to detail, are crucial in managing daily tasks, scheduling meetings, coordinating travel arrangements,

maintaining files, and handling correspondence.

- Excellent verbal and written communication skills are essential for effective communication within and with external partners.
- The ability to juggle multiple tasks, prioritise assignments, and handle competing deadlines is essential in ensuring the smooth coordination of communication activities and administrative tasks.
- Working collaboratively and building strong relationships with internal teams and external partners is vital.
- The capacity to identify and address challenges, take initiative, and provide innovative solutions is valuable in handling unexpected or urgent situations.

B. Personal Abilities

- Strong interpersonal skills
- Adaptability and flexibility
- Attention to detail.
- Discretion and confidentiality
- Problem-solving and initiative

Language Requirement

Applicants must be proficient in at least one of the AU languages (Arabic, English, French, Spanish and Portuguese). Knowledge of one or more additional 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 (3) 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

Indicative basic salary of US\$ 19,702 (GSA5 Step 5) per annum.

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) Thursday January 25, 2024

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