



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

Job Opportunities

Date: Monday, January 8, 2024

Department: Africa CDC Headquarters

Duty Station: Addis Ababa, Ethiopia

Application deadline: Monday January 22, 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.

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.

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**.



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1. Post

Job title: Administrative Assistant

Number of posts: 1 (one)

Grade: AU/ GSA5 equivalency

Department: Center for Primary Health Care

Supervisor: Director - Center for Primary Health Care

Duty Station: Addis Ababa, Ethiopia

Background

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The Africa CDC invites applications who are citizens of AU Member States to apply for the position of **Administrative Assistant**.

Job purpose:

Under the supervision of the Director- Center for Primary Health Care, the Administrative Assistant will be responsible for performing a variety of administrative and clerical tasks to support our organization's daily operations. The ideal candidate will have excellent communication skills, be able to prioritize and manage multiple tasks, and have a strong attention to detail.

Major Duties and Responsibilities:

The Administrative Assistant will be responsible for the following:

Main Functions:

1. Organizational and Coordination

- Maintain and update files and databases
- Schedule and coordinate meetings and appointments
- Monitor and order office supplies
- Handle incoming and outgoing mail and packages

2. Communication and Correspondence

- Answer and direct phone calls and emails
- Draft and distribute correspondence, reports, and other documents

3. Assistance and Support

- Assist visitors and clients
- Assist with the preparation of presentations and other materials
- Perform other administrative and clerical duties as needed

Specific Responsibilities:

- Ensure that daily administrative support is provided in general and specialized areas.
- Schedule appointments, meetings and travel arrangements which may include coordinating arrangements for multiple participants.
- Create, update and maintain organized files and records including a system for tracking, monitoring and prioritizing tasks.
- Ensuring confidentiality of information and management records is guaranteed.
- Prepare correspondences, executive summary, reports, briefing papers, power point presentations and other documents as required.
- Liaising effectively with internal and external stakeholders including building and maintaining relationships with individuals and groups who have a vested interest in the work of the organization, such as clients, vendors, contractors, and colleagues.
- Monitor meeting and correspondences outcomes and decisions and follow-up on their implementation.
- Prepare and participate in various meetings and take minutes and/or notes.



- Responsible for day-to-day communication correspondence including answering and prioritizing calls, and email.
- Responsible for coordinating logistic arrangements including visas, flights, hotels, meetings, transportation and other required logistics support.
- Ensures complete travel packages to staff in advance of departure.
- Prepares travel claims for executive and management staff and other staff as appropriate.
- Sourcing and ordering stationery and office equipment as may be required.
- Perform any other duties as may be assigned by Supervisors.
- Assist in general office management

Qualification and work experience required:

- A minimum of Diploma in secretarial or office management is required with 3 years of experience.
- Or Bachelor's Degree in Business Management, Secretarial of office management or related field with 2 years' experience

Relevant Experience:

A minimum of 3 years relevant work experience in administrative and/or secretarial work. Experience in Office Management is mandatory.

Required skills:

- Excellent communication (written and verbal)
- Prioritization and problem-solving skills
- Organization and planning.
- Attention to detail.
- Customer service
- Time management skills
- Proactive, self-starter
- Collective excellent oral and written communication skills in at least two of the official AU languages (English, mandatory, and any other AU language, added advantage)

Required Competencies:

Flexibility:

- Adapts readily to change
- Continuously seeks better ways to get the job done.
- Implements ideas for continuous improvement within own area.
- Generates ideas and can identify a new approach to a task or job.

Risk Awareness and Compliance:

- Complies with specified procedures to complete tasks.
- Understands the reason for compliance procedures and the related risks if these are not followed.
- Reports the need to work outside of set procedures before doing so.
- Identifies and reports irregular situations in own work area.
- Addresses / reports non-compliance.
- Understands the immediate consequence and impact of an activity on a customer / the next in the process.
- Takes action in consultation with superiors

Teamwork and Collaboration:

- Cooperates with others as part of a team to achieve organization goals.
- Shares information.
- Shows consideration and respect for other people.
- Encourages harmony, co-operation and communication in the team.
- Shows loyalty to the team and encourages loyalty from others through this behavior

Accountability awareness and Compliance:

- Follows through on assignments to ensure successful completion.
- Takes action to complete a task.
- Makes decisions within the scope of their role
- Is open and honest about work situations – takes responsibility for the goals and outcomes of own work.
- Openly admits having made a mistake.
- Accepts responsibility for decisions made within the scope of their role

Learning Orientation:

- Develops personal and career goals.
- Is actively involved in developing and implementing own personal development plan.
- Continuously develops and improves own skills and expertise. Keeps up-to-date technically applying new knowledge on the job.
- Participates fully in relevant training programs and actively pursues other opportunities to develop knowledge and skills.
- Seeks feedback from multiple sources about how to develop and improve. Is able to modify behavior for improvement.
- Willingly and voluntarily shares knowledge in own area of expertise with others

Communicating Clearly:

- Expresses ideas or facts clearly.
- Talks at a suitable pace and level.
- Holds others' attention when speaking.

- Promotes two-way communication with others through correct interpretation of messages and appropriate responses.
- Communicates with others in a clear, to-the-point and fluent manner in order to inform others in such a way that there is no misunderstanding.
- Communicates in a non-threatening way.
- Is able to keep people engaged and avoids personal issues and attacks

Trouble shooting:

- Breaks problems into simple lists, tasks or activities without assigning values or priorities.
- Uses common sense and past experiences to approach problems and make a decision.
- Able to overcome minor obstacles and suggest actions to make a decision without having all the information.

Job Knowledge Sharing:

- Personally gathers basic information and facts to address a problem or situation.
- Uses readily available information and shares with or includes people who are directly involved.
- Knows who to go to for information – asks for help tools needed
- Complies with information confidentiality and security standards

Task Focused:

- Uses own specific methods of measuring outcomes against a standard of excellence.
- May focus on new or more precise ways of meeting goals set by management. Achieves individual performance targets.
- Keeps others informed of progress or barriers to achieving objectives.

Continuous Improvement Awareness:

- Consistently questions and challenges the adequacy and quality of traditional thinking (i.e., the “way things have always been done”) by engaging in active and responsible dialogue.
- Uses diverse perspectives to improve the effectiveness of a currently existing department/ directorate and / organizational strategy.

Language Requirement

Applicants must be proficient in at least one of the AU languages. 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.



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Gender Mainstreaming

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

Remuneration

Indicative basic salary of US\$ 15,758 (GSA5 Step1) 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) Monday January 22, 2024

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