



AFENET Secretariat  
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[www.afenet.net](http://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 **Principal Finance Officer**.

## **1. Post**

<b>Job title:</b>	<b>Principal Finance Officer</b>
<b>Number of posts:</b>	<b>1 (one)</b>
<b>Grade:</b>	<b>AU/P4 equivalency</b>
<b>Department:</b>	<b>Executive Office</b>
<b>Supervisor:</b>	<b>Head of Partnership and Grants Management Division</b>
<b>Division:</b>	<b>Partnership and Grants Management Division</b>
<b>Duty Station:</b>	<b>Addis Ababa, Ethiopia</b>

### **Job Purpose**

Under the direct supervision and guidance of the Head of Partnership and Grants Management Division, the Principal Finance Officer will be responsible for managing the financial aspects of grant-funded projects, ensuring compliance with grant requirements, and providing strategic financial guidance to support successful grant implementation. This position involves overseeing financial processes, budgeting, reporting, and compliance within the grant management framework. The Principal Finance Officer will collaborate closely with various stakeholders, including internal technical divisions and finance teams, sub-grantees and donors to ensure the successful implementation of grant-funded projects. This position requires a seasoned finance professional with strong analytical skills, attention to detail, and the ability to ensure compliance with financial regulations.

### **Major Duties and Responsibilities**

The incumbent will undertake the following responsibilities and tasks:

- Oversee the financial management of grant-funded projects, ensuring accurate and timely reporting.
- Develop and maintain financial models, tools to track grant budgets, expenditures, and projections.
- Collaborate with technical divisions to ensure alignment between financial goals and program objectives.
- Develop and maintain relationships with sub-grantees, providing financial guidance and support.
- Review and assess sub-grantee financial reports, ensuring accuracy, compliance, and adherence to grant terms.
- Analyze sub-grantee financial data to identify trends, variances, and potential issues.
- Ensure sub-grantees adhere to financial policies, procedures, and compliance requirements.
- Conduct regular audits and assessments to monitor sub-grantee financial performance.

- Work closely with the finance team to address any audit or compliance issues related to grants.
- Maintain accurate and up-to-date financial records related to sub-grantee transactions.
- Ensure all financial documentation meets audit standards.
- Prepare and submit comprehensive financial reports to the Senior leadership and donors in accordance with specified deadlines.
- Collaborate with technical divisions to develop realistic and comprehensive grant budgets.
- Monitor budgetary performance, identify variances, and implement corrective actions as needed.
- Provide financial insights to support decision-making related to grant activities.
- Identify and assess financial risks associated with grant-funded projects.
- Develop and implement risk mitigation strategies to ensure financial stability and grant success.
- Collaborate with the Grant Management Lead to develop financial strategies that support the organization's overall mission.
- Provide training and guidance to program and finance staff as well as sub-grantees on grant financial management best practices.
- Identify areas for capacity building and work collaboratively to enhance sub-grantees' financial capabilities.
- Stay informed about changes in grant regulations and financial reporting requirements.
- Identify opportunities for process improvement in grant financial management and contribute to the development and implementation of best practices.
- Perform any other related duties that may be assigned by either the Supervisor or the Director.

### **Essential qualifications and experience**

- A master's degree in business administration, Finance, Accounting, or a relevant field of study.
- Minimum of 8-10 years of experience in financial management, preferably in a grant-funded environment.
- Strong understanding of financial regulations and compliance
- Strong experience in grant budgeting and reporting
- Excellent analytical and problem-solving skills.
- Ability to present information in an insightful and structured manner, both written and oral
- Demonstrated ability to work as part of a team and coach/manage junior team members
- Professionalism and demonstrated experience working with senior officials in public and/or private sector
- Demonstrated fluency in English speaking and writing skills, proficiency in other AU official languages is a plus
- Excellent communication, negotiation and interpersonal skills

### **Qualifications and experience Required:**

- Background in managing finance aspects of Public Health Grants
- Strong computer skills with proficiency in Microsoft Word and Microsoft Excel; experience using, or at least a familiarity with, accounting software and budgeting/budget



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management is a plus.

- Willingness to travel frequently to partners' field offices
- Experience of working in different national and regional contexts in Africa

### **Language Requirement:**

Applicants must be proficient in at least one of the African Union working languages (English, French, Arabic or Portuguese, Spanish & Swahili).

### **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.

### **Remuneration**

Indicative basic salary of US\$42,879 (P4 Step1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary (US\$19,724.34), Housing allowance of US\$ 26,208.00 per annum. Thus, a total of US\$88,811.34 per annum plus Gratuity of 15% of Gross Salary 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](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) Monday January 22, 2024**

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