



AFENET Secretariat
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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 **Senior Program Officer-Grants Management**.



1. Post

Job title:	Senior Program Officer-Grants Management
Number of posts:	1 (one)
Grade:	AU/P3 equivalency
Department:	Executive Office
Supervisor:	Head - Partnership and Grants Management Division
Division:	Partnership and Grants Management Division
Duty Station:	Addis Ababa, Ethiopia

Position description and purpose

Under the direct supervision and guidance of the head of the partnerships and grants management lead, the Senior Programme Officer's work will focus mainly on assisting the division in pre-award, award and post-award grants management processes that cover both the grants and funding partners. This position is aimed at ensuring compliance with funding partners' requirements and Africa CDC policies, developing proposal for funding, reporting, undertaking project meetings, documenting project activities, assisting in grant and sub-grant monitoring and modifications, as well as take part in the grant closure. The Senior Programme Officer will work closely with internal divisions, sub-grantees, funding partners and other stakeholders to optimize grant funding impact and foster positive relationship with funding partners and sub-grantees.

Major Duties and Responsibilities

The incumbent will undertake the following responsibilities and tasks;

- Support in managing Africa CDC's grant database,
- Assist in the development of grant-management templates/tools for transparent such as; country selection matrix, investment criteria, and partner identification
- Assist in developing modalities for working with implementing partners such as tailored grant application,
- Support the implementation of the Grants based on the Agreements and across all the other areas of Grant management such as the pre-award assessment, budget review, contracting tool selection,
- Support the preparation of sub-award agreement packages aligned with specific Africa CDC requirements, and facilitate sub-award review processes,
- Ensure the timely scheduling and carrying out of sub-award close-out activities in close coordination with Africa CDC internal relevant program staff per agreement's guidelines,
- Maintain accurate and up to date records for all sub-awards in line with Agreements and Africa CDC/African Union Finance policy requirements,

- Support in grants administration and compliance such as managing submissions on Africa CDC's online opportunity management tracking system,
- Support Africa CDC Sub-Grants Opening Meetings to ensure sub-grants agreement terms and conditions are well understood by the sub-grantees,
- Organize initial financial reporting trainings to the sub-grantees where necessary,
- Administer implementers, which includes managing all necessary systems, tools, and processes for effective and efficient management of funds
- Create and manage standardized templates related to information gathering donor reporting, and other purposes.
- Define and implement processes and tools for documenting payments and expenditure,
- Monitor budget expenditures, identify variances, and implement corrective actions as needed.
- Assist the Grants Management Lead in donor liaison and communication as requested,
- With the support of the Grants Management Lead, coordinate the development of quality proposals and narrative reports with relevant teams
- Facilitate timely and accurate submission of partner financial reports and fund requests in accordance with Agreements requirements,
- Identify potential risks associated with grant-funded projects and develop mitigation strategies.
- Conduct regular site visits, assessments, and evaluations to monitor sub-grantee performance, compliance, and financial management.
- Perform any other related duties as required.

Essential qualifications and experience

- A Master's Degree in Business Administration, Social Sciences, Public Health or a relevant field of study
- Minimum of 4-7 years of experience in administrative duties and in developing, monitoring, and managing sub-awards and grants. Experience in GF and WB grants is an asset.
- Strong planning and project management skills related to setting and monitoring goals, developing plans and timelines, and measuring success
- 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
- Excellent communication, negotiation and interpersonal skills

Desirable qualifications and experience

- Background in managing Public Health Grants. Experience in GF and WB grants is an asset.
- Strong computer skills with proficiency in Microsoft Word and Microsoft Excel; experience using, or at least a familiarity with, accounting software and budgeting/budget management is a plus.



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- 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\$ 37,453 (P3 Step1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary (US\$17,228), Housing allowance of US\$ 22,932 per annum. Thus a total of U\$77,613 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

*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