

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 **Senior Program Officer**.

1. Post

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

Job purpose:

Under the direct supervision and guidance of the Chief of Staff and Deputy Chief of Staff, the Senior Programme Officer will assist the Director General, other officers and program directors meet program capacity requirements, contribute to the growth of partners and grantees, see to the success of organizational events, and give needed support and assistance. This position is aimed at supporting the Director General and the entire Executive Office with programs and events that the office is directly involved in.

Major Duties and Responsibilities:

The incumbent will undertake the following responsibilities and tasks;

- Draft briefing notes and presentations as required
- Contribute to the production of high-quality, regular reports for both internal and external audiences
- Provide backstopping to the Chiefs of Staff on programmatic and operational matters
- Coordinate executive office meetings, record minutes and follow up action items
- Support flagship programmes in the Executive Office with guidance from the Chiefs of Staff
- Plan, coordinate, manage and report on assigned programmes
- Perform any other related duties that may be assigned by either the Supervisor, Head of Division or the Director General.

Qualification and work experience required:

- 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 programme management, administrative duties and coordination
- Strong planning and coordination skills related to setting and monitoring goals, developing plans and timelines, and measuring success
- PowerPoint and presentation 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

Desirable qualifications and experience

- Background in programme planning and management
- Strong computer skills with proficiency in Microsoft Word and Microsoft Excel
- Willingness to travel frequently
- Experience of working in different national and regional contexts in Africa and beyond

Expected Deliverables:

- Mid-term and Annual and Special Performance Review as required and signed by supervisor.
- As assigned by the Supervisor and meeting expectations of quality and timeliness.

Language Requirement



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www.afenet.net

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\$ 37,453 (**P3 Step 1**) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary (US\$17,228.38), Housing allowance of US\$ 22,932 per annum. Thus a total of US\$77,613.38 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)
Thursday January 25, 2024**

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