



AFENET Secretariat  
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www.afenet.net

# Job Opportunities

**Date: Monday January 22, 2024**

**Program: Botswana Public Health Institute**

**Duty Station: Gaborone, Botswana**

**Application deadline: Monday February 5, 2024**

## **Background:**

African Field Epidemiology Network (AFENET) is a not-for-profit organization, networking and service alliance of African Field Epidemiology and Laboratory Training Programs (FELTPs), and other applied epidemiology training programs in Sub Saharan Africa. Through its member field epidemiology training programs, AFENET is dedicated to supporting African ministries of health build strong, effective, and sustainable programs with capacity to improve public health systems. AFENET's vision is to ensure a "*Healthier Africa*" by effective prevention and control of epidemics and other priority public health problems in Africa.

In October 2022, the Botswana Ministry of Health with support from technical partners such as the United States Centres for Disease Control and Prevention (US CDC) launched the Botswana Public Health Institute (BPHI). This is in line with the world's best practices in preparing for effective response to public health emergencies. The US CDC in Botswana continues to support the BPHI to establish strong and functional pillars to achieve its intended mandate. Working with AFENET, the US CDC in Botswana will support the human resources needs for the BPHI specifically for the surveillance and laboratory pillars. Within the framework of this collaboration, the AFENET seeks to hire skilled and experienced health professionals to fill the following positions as per the detailed job descriptions below.

## **1. Post**

**Title: Surveillance Officer**

**Number of Vacancies: One (1)**

**Scale: D4**

### **Job purpose**

To strengthen disease surveillance, primarily focusing on Integrated Disease Surveillance and Response (IDSR) by collaborating with the Public Health Specialist/Epidemiologist to collate, tabulate, analyze and interpret surveillance related data and information received from the districts.

### **Key responsibility areas**

- Ensure the timeliness and completeness of surveillance data reported by the districts
- Collate, analyse and interpret surveillance data on all notifiable diseases
- Prepare written and oral presentations and reports on information synthesized from surveillance data.
- Participate in the investigation of disease outbreaks and significant public health events
- Participate in control measures for limiting the spread of infectious diseases including
- Collaborate with colleagues in the community, primary, secondary, and tertiary care facilities in the monitoring and investigation of diseases of national and international significance.
- Assist in the preparation of protocols, procedures manuals and other documents related to epidemiological surveillance.
- Participate in disaster management as required.
- Assist in the preparation of special reports for national, regional and international agencies.
- Plan and conduct training and orientation of field staff and students in the principles and practice of disease surveillance.
- Assist with laboratory surveillance.
- Attend and participate in weekly and monthly surveillance meetings.
- Participate in special surveys and other research activities as required.
- Participate in local, regional and international, conferences and seminars
- Perform any other related duties as assigned by the Medical Epidemiologist or Medical Officer (Health), Surveillance.
- Performs other related duties as assigned by the IDSR head

### **Required skills and knowledge**

- Knowledge of epidemiological surveillance principles and methods.
- Ability to communicate effectively with colleagues in the field and the Ministry of Health by oral and written means.
- Knowledge of national health policies pertaining to Public Health.



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- Excellent knowledge of spreadsheets, word processing and electronic presentation applications
- Ability to collect, collate, analyze, and interpret surveillance data.
- Ability to prepare and conduct presentations tailored to various audiences.

#### **Required Competencies**

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with clinical and public health personnel at the national, district and facility levels.
- Ability to deal appropriately with sensitive medical and non-medical data and maintain confidentiality of same.

#### **Required qualifications.**

Bachelor of Science in Health Information Management/ Bachelor of Public Health or any related field.

#### **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 February 5, 2024**

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