

Job Opportunity

Date: Monday February 26, 2024

Department: Africa CDC Headquarters

Duty Station: Addis Ababa, Ethiopia

Application deadline: Monday March 11, 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 through AUDA-NEPAD to coordinate African clinical trials ecosystems that will harmonize actors across the African continent and around aligned public health and research priorities to create a shared vision, provide technical capacity and expertise, and define continental public health and research agendas. This partnership will jointly, and together with regional and international partners, implement the 10-year road map to transform the Africa clinical trials ecosystem.

The Africa CDC invites applications who are citizens of AU Member States to apply for the position(s) below:

1. Post

Job title: Head of Clinical Trials Coordination Mechanism

Number of posts: 1 (one)

Grade: P5/5

Department: Science and Innovation

Supervisor: Chief Science Officer/Director of Science and Innovation

Duty Station: Addis Ababa, Ethiopia

Job purpose:

The Head of Unit provides leadership, strategic direction, management, planning, and coordination for the Clinical Trials Coordination Mechanism, leading the joint team from Africa CDC and AUDA/NEPAD, as well as the partnership group that has already been established.

The Head of Unit will also drive resource mobilization efforts to raise the funds required to implement the 10-year road map, aimed at transforming the clinical trials ecosystem in Africa.

The Head of the Clinical Trials Coordinating Unit will report to Africa CDC's Chief Science Officer/Director of Science and Innovation; he/she will liaise with the clinical trials senior technical staff, ensuring coordinated and efficient implementation of the 10-year road map which will allow:

- Coordination of actors across sectors within the clinical trial ecosystem to articulate a cohesive vision for success in strengthening African clinical trials.
- Harmonization of research approaches, tools, standards, and policies and develop and facilitate the adoption of continental policy frameworks by key Member States to support harmonized, standardized clinical research practices.
- Facilitated communication across actors through a centralized and open-access data portal.
- Design and implementation of an impact evaluation framework, including regular monitoring of progress and coordination of course corrections as needed.

Major Duties and Responsibilities:

The Head of Clinical Trials Coordination Mechanism shall perform the following major duties and responsibilities:

- Effectively manage the Clinical Trials Coordination Mechanism.
- Develop new and review activities as components of these strategies and policies.
- Represent the clinical trials coordination unit and explain its position at conferences and other high-level engagements.
- Mobilize resources for execution of clinical trials programme and activities.
- Clinical Trials Coordination Mechanism management
 - Coordinate the overall work of the unit – including convening and leading collaborative work between the technical streams of work.
 - Assess alignment of goals, timelines, and resource plans across the clinical trials coordination mechanism; propose options to reconcile any gaps or conflicts and facilitate solutions.
 - Consult with the Partnership Group for continued collaboration and guidance.
 - Seek out opportunities for improvement in project management throughout the clinical trials coordination mechanism and introduce tools and processes to ensure effective planning, execution, and communication.
- External communications and stakeholder engagement execution
 - Plan for consultations and engagement with key stakeholder groups (e.g., AU Member States, researchers and clinical trial investigators, technical partners and donors, global governments, private sector, financing institutions, and multilateral initiatives).

Qualification and work experience required:

Minimum Qualification:

The minimum qualification requirements are:

- Master's degree in Public Health, Business Administration, Public Administration, or related field.
- At least 12 years' experience at leadership level, with a minimum of 7 years managing public health programmes, health care delivery systems or equivalent and 5 years at a supervisory level.
- Experience working in the clinical trials ecosystem is essential.

Required Professional experience:

- Strong scientific leadership with proven skills in facilitation and coordination of public health programmes and motivating and developing people.
- Experience working with an international organization is a valuable asset.

- Demonstrable experience and in-depth knowledge of operations of the Africa CDC, Regional Collaborating Centers, National Public Health Institutes is preferred.
- Clear understanding of the health systems on the Continent and fair knowledge of operations of the Ministries of Health in Member States.
- Knowledge and experience in supporting public health or other public sector projects and programmes under government ministries and external donors.
- Knowledge of public health issues in Africa and a minimum of 7 years previous experience working in Africa.
- Understanding of the African Union's way of working and managing associated relationships with Member States and partners is a valuable asset.

Skills and Competencies Required:

a. Functional skills

- Demonstrated project planning and management skills for organizing, planning and executing projects from conception through implementation. Candidates with experience of managing multi-country and multi-stakeholder projects will have an advantage.
- Excellent leadership skills include the capacity to organize people to achieve a shared goal.
- Excellent diplomatic, representational, interpersonal and communication skills, including experience with successfully interacting with stakeholders and decision-makers in technical and other professional settings.
- Experience in the preparation of strategic plans, policy and operational guidance, and technical proposals for advancing initiatives and programmes in either public or private sector domains.
- Excellent technical writing skills, in addition to narrative and financial reporting skills.
- Excellent verbal communication skills.
- Skills in translating highly technical information into presentations, briefings and report and funding proposals for both technical and lay audiences.
- Clear understanding of African health systems.
- Demonstrated self-motivation, problem solving skills and initiative to achieve desired outcomes.
- Deep understanding of the African Union and partners engagements.
- Demonstrate strong leadership skill and ethical standards.
- Excellent computer skills, including word-processing capabilities, proficiency with e-mail and internet applications, experience in using office software applications such as MS Excel, Power Point and Word.

b. Personal Abilities

- Leadership and management abilities. Pro-active and solutions oriented.
- Ability to work under pressure, stay on track and meet deadlines. Analytical and problem-solving abilities.
- Ability to organize, support and motivate others and to work in a multi-cultural environment.

- High level of autonomy at work, yet with profound team spirit.
- High levels of autonomy and with team spirit.
- Adaptive, patient, resourceful, resilient, and flexible.

Language Requirement:

- Applicants must be proficient in at least one of the African Union working languages (English, French, Arabic or Portuguese).
- Knowledge of two or more of 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 year, of which the first three 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 Africa CDC is an equal opportunity employer and qualified women are strongly encouraged to apply.

Remuneration:

Indicative basic salary of US\$ 57,356.60 (**P5 Step5**) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary (US\$26,384), Housing allowance of US\$ 26,208.00 per annum. Thus, a total of US\$109,948.63 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 March 11, 2024

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