



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
P.O BOX 12874, Kampala, Uganda
Tel: +256 417 700 650
Fax: +256 312 265 595
www.afenet.net

Job Opportunities

Date: Friday October 4, 2024

Programme: AFENET South Sudan

Application Deadline: Friday October 18, 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.

AFENET together with her partners especially United States Centres for Disease Control and Prevention (CDC) has been in operations in South Sudan since 2015 with EPI Project (NSTOP Project), trained STOPers to manage EPI program at national, state and county to run the EPI program to eliminate Polio which has expanded to date as an EPI support mechanism. Started Workforce Development activities (FETP) in November 2021 with Frontline tier, to-date 160 trained through 7 cohorts including 43 HIV/TB Field Officers with 8th cohort of 21 HIV/TB Field Officers ongoing. In July 2023 started the first cohort of Intermediate FETP. And in October 2023, started implementation of a USG interagency PEPFAR Health Systems Strengthening (HSS) Project to strengthen HIV and TB health systems in the country.

AFENET seeks to hire competent personnel for positions of **Country Projects Team Lead** and **Human Resource Officer for the South Sudan.**

Post 1

Title: Human Resource Officer

Number of vacancies: (01)

Duty Stations: Juba, South Sudan



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
P.O BOX 12874, Kampala, Uganda
Tel: +256 417 700 650
Fax: +256 312 265 595
www.afenet.net

Job purpose:

This position will provide assistance in management and guidance on Human resource function within in the AFENET's Country operations in Health Systems Strengthening Project and all other Projects.

Responsibilities:

- Assist in Coordination of the recruitment, selection and contracting of new staff in all the Country projects.
- Provide assistance in management of HR information and records in the country through the AFENET HRIS software.
- Provide assistance in coordination of the performance management system for the human resources in South Sudan Projects.
- Assist in the training and development function of the organization based on the identified performance gaps, business requirements and career development;
- Participate in Human resource planning and forecasts to staffing requirements for Country Projects.
- Help in receiving employee grievances, complaints and disciplinary cases and onforwarding them to AFENET Secretariat in accordance with human resource guidelines and regulations.
- Handle employee separation processes for both voluntary and involuntary exits
- Support in monitoring of the confidential employee contract information and records for timely renewals and action.

Academic requirements:

- Bachelor's Degree in Human Resource Management, Industrial Psychology, Social Sciences, Business Administration or equivalent
- Post Graduate training in Human Resources and or Management with proven experience in Human Resource Management and Administration and People management
- At least 3 years' relevant experience in similar duties preferably in a NGO environment is preferred.
- Membership to Professional organizations and certification is added advantage.
- Excellence in relevant Ms. Office computer applications and or any HRIS is added advantage.

Required functional competences:

The preferred candidate must prove possession the following;

- Excellent knowledge of human resources management skills
- Good knowledge of training skills
- Good knowledge of employment legislation

Remuneration



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
P.O BOX 12874, Kampala, Uganda
Tel: +256 417 700 650
Fax: +256 312 265 595
www.afenet.net

Competitive remuneration based on qualification and experience.

How to apply: Submit your resume, application letter, and relevant documentation to:

All interested candidates are encouraged to send their Application Letters detailing their experiences and skills, Curriculum Vitae, copies of relevant academic documents plus Certificates together with complete contact details of three professional references 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)
Friday October 18, 2024**