



AFENET Secretariat
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www.afenet.net

Job opportunities

Date: Monday December 23, 2024

Department: Africa CDC Headquarters

Duty Station: Addis Ababa, Ethiopia

Application deadline: Monday January 6, 2025

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.

The Africa Centres for Disease Control and Prevention (Africa CDC) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. Africa CDC is Africa's first continent-wide public health agency and 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 programmes.

The Saving Lives and Livelihoods (SLL) program is a strategic partnership among Africa CDC, the African Union Member States, and the Mastercard Foundation. The main objective of the programme during Phase I was to acquire vaccines against COVID-19 and to vaccinate vulnerable groups as a priority, while reaching millions of other people across the continent. The program also laid the foundations for local vaccine production in Africa, with a particular focus on human capital development and capacity building at Africa CDC.



In Phase II of the programme, the partnership has revised its objectives, with a focus on geo-mapping, vaccination of health workers and priority groups, and integrating COVID-19 management into routine immunization. Additionally, the initiative aims to prepare for future pandemics by investing in genomic sequencing, enhancing bioinformatics laboratories, supporting local vaccine, therapeutic, and diagnostic manufacturing, and strengthening the Africa CDC's capacity.

Africa CDC now invites applicants who are citizens of African Union Member States to apply for the following positions for the Saving Lives and Livelihoods Programme.

1. Post

Job title: Finance Officer
Number of posts: 1 (one)
Division: Financial Management
Supervisor: Senior Finance Officer – Saving Lives and Livelihoods at Africa CDC
Duty Station: Addis Ababa, Ethiopia

Job Purpose

The Finance Officer will be responsible for the implementation of financial management policies (systems, processes, procedures and practices) of Africa CDC's Saving Lives and Livelihoods Programme. The Finance Officer will be responsible for planning, tracking, organizing, controlling, and reporting financial activities of the Programme.

Main Duties and Responsibilities:

The Finance Officer shall:

- Develop financial recording and monitoring processes for the Programme that align to Africa CDC's financial governing processes.
- Jointly with the Senior Finance Officer, manage, update and monitor the Programme budget and Programme spending.
- Update and reconcile the Programmes expenditure and accounting on a regular basis.
- Prepare Programme financial reports on a timely basis and present to the Senior Financial Officer and/or Programme leadership.
- Establish the processes and flows for a fund flow model for implementing partners and ensure payment is made in due time.
- Ensure proper functioning of the Programmes accounting and auditing system in accordance with African Union Commission's Financial Rules and Regulations.

- Provide financial advice and ensure compliance with Financial Rules and Regulations, and other determined financial policies to implement partners and the Programme's leadership.
- Assist the Senior Finance Officer in their work with project and technical officers to ensure effective grant oversight, coordination and ensure the Programmes funds are being used appropriately.
- Ensure that implementing partners have accurate and complete accounting, reporting and internal control systems and that all relevant records are maintained accurately.
- Promote best practices, transparency, accountability in financial management systems.
- Perform any other duties as requested by the supervisor.

Qualifications and Experience

- Master's Degree in Accounting, Commerce or Financial Management or a related field, with at least two (2) years of relevant work experience. A professional qualification such as CPA, CA, ACCA, CIMA, CIA, etc., will be an added advantage.

OR

- Bachelor's Degree in Accounting, Commerce or Financial Management or a related field, with at least five (5) years of relevant work experience. A professional qualification such as CPA, CA, ACCA, CIMA, CIA, etc., will be an added advantage.

Desirable

- Experience in working with the African Union or its organs, United Nations counterparts or development partners at continental level.
- Demonstrable experience and in-depth knowledge of operations of the Africa CDC, Regional Collaborating Centres.

Competencies

- Familiarity with the financial management practices and processes.
- Excellent financial and narrative reporting skills.
- Excellent organizational and time-management skills.
- Skills in translating highly technical information into presentations, briefings, report and funding proposals for lay audiences.
- Excellent computer skills, including accounting software capabilities, proficiency with e-mail and internet applications, experience in using office software applications such as MS Excel, Power Point and Word.
- Analytical and problem-solving abilities.
- Ability to build strong relationships internally and with external actors.
- High level of autonomy at work, yet with profound team spirit.
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team.



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- Awareness of technological trends and applying necessary technology to daily work when necessary.
- Adaptive, patient, resourceful, resilient and flexible.

Language Requirement

Proficiency in one of the African Union working languages (Arabic, English, French, Spanish, Kiswahili and Portuguese) is required. Knowledge of one or several other 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 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\$31,073 (P2Step 1) per annum plus other related entitlements e.g. Post adjustment of US\$14,293.58 (46% of basic salary per annum), Housing allowance of US\$22,932 per annum, education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10, 000.00 per child per annum), for internationally recruited staff.

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 6, 2025.

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