



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](http://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.



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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:** Principal Technical Officer for PHE Preparedness  
**Number of posts:** 1 (one)  
**Division:** Preparedness and Resilience  
**Supervisor:** Head of Division, Preparedness and Resilience  
**Duty Station:** Addis Ababa, Ethiopia

### **Job Purpose**

The Principal Technical Officer for PHE Preparedness and IHR Core Capacity Development is responsible for leading the programmatic implementation of initiatives that enhance public health emergency preparedness and the development of IHR core capacities across Africa. The role involves providing technical guidance and support to AU Member States to strengthen their ability to prevent, detect, and respond to health emergencies.

### **Main Duties and Responsibilities:**

#### **1. Leadership and Coordination for Public Health Emergency Preparedness**

- Lead the implementation of Africa CDC's PHE Preparedness Division initiatives, particularly in risk assessment, simulation exercises, and response planning for identified health threats.
- Coordinate the continental preparedness program, ensuring AU Member States are prepared for various health emergencies, through strategic planning and capacity building.

- Oversee the development and implementation of multi-hazard contingency plans, including pandemic preparedness frameworks for AU Member States.

## **2. Support for IHR Core Capacity Development**

- Coordinate and support the IHR core capacity assessments for AU Member States, including supporting Joint External Evaluations (JEEs) and contributing to the creation of IHR scorecards to monitor progress.
- Facilitate the development of action plans to address gaps identified in the IHR core capacities (e.g., surveillance, laboratory systems, emergency preparedness, etc.).
- Deploy experts to assist countries in improving their IHR compliance, helping them meet international standards for health security.

## **3. Strategic Guidance and Technical Expertise**

- Provide expert guidance on health emergency preparedness policies and strategies, ensuring they are aligned with global best practices and the IHR framework.
- Support the development of national health security action plans for AU.
- Member States, advising on priorities, resource allocation, and integration with global health security frameworks.
- Support regional and national health systems in building resilience against public health emergencies, focusing on sustainability and capacity building at the local level.

## **4. Stakeholder Engagement and Capacity Building**

- Develop and maintain collaborative partnerships with WHO, regional health organizations, Member States, and funding partners to enhance emergency preparedness and response capabilities.
- Lead the development of a culture of evidence-based decision-making among stakeholders and promote systems thinking to improve health emergency response.
- Lead and participate in the training and capacity building of technical officers and public health professionals involved in health emergency preparedness, response, and IHR compliance.

## **5. Monitoring, Evaluation, and Reporting**

- Lead the monitoring and evaluation of Africa CDC's preparedness activities, ensuring effective tracking of progress and identification of areas requiring attention.
- Prepare reports and briefings for senior leadership and other stakeholders, analyzing trends, gaps, and recommendations to enhance emergency preparedness across the continent.
- Analyze preparedness data to forecast potential health threats and provide recommendations for proactive interventions and investments.

## **6. Knowledge Management and Dissemination**

- Promote information and knowledge sharing across Africa CDC, regional centers, and national public health institutions.
- Develop and disseminate best practices, tools, and frameworks for emergency preparedness and IHR capacity development.

## **Qualifications and Experience**

- A Master's degree in Public Health, Epidemiology or related fields with 10 years of professional experience with 6 years expert/specialist level and 3 years at a supervisory level

### **OR**

- A Bachelor's degree in Public Health, Epidemiology or related fields with 12 years of professional experience with 6 years expert/specialist level and 3 years at a supervisory level

## **Desirable**

- Previous experience working in an international public health organization or regional organization, particularly in Africa.
- Experience in leading public health programs and working with diverse stakeholders, particularly in an African context, is strongly preferred.
- In-depth knowledge of the Africa CDC, Regional Collaborating Centres (RCCs), and the operations of national public health institutions across Africa.
- Knowledge of global health security frameworks and pandemic preparedness strategies.

## **Competencies**

- Excellent technical expertise in managing complex, multi-sectoral public health programs and emergency preparedness systems.
- Expertise in planning, budgeting, and evaluation techniques in public health emergency management.
- High-level analytical and problem-solving skills with the ability to synthesize complex information and provide strategic recommendations.
  
- Mastery of qualitative and quantitative methods for program assessment, monitoring, and improvement.
- Experience in negotiation and collaboration with international partners, donors, and government ministries.
- Pro-active and solutions-oriented, with the ability to adapt and thrive in dynamic and complex environments.



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### **Leadership Competencies**

- Strategic Perspective
- Developing Others
- Change Management
- Managing Risk

### **Core Competencies**

- Building Relationships
- Foster Accountability Culture
- Learning Orientation
- Communicating with impact

### **Functional Competencies**

- Conceptual Thinking
- Job Knowledge and information sharing
- Drive for Results
- Fosters Innovation

### **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\$ 42,879 (P4 Step1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary (US\$ 19,724.34), Housing allowance of US\$ \$ 26,208.00,

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), etc. for internationally recruited staff.

## 2. Post

**Job title:** Senior Risk Management Officer  
**Number of posts:** 1 (one)  
**Division:** Division of Internal Oversight at Africa CDC  
**Supervisor:** Head of Internal Oversight  
**Duty Station:** Addis Ababa, Ethiopia

### Job Purpose

The Senior Risk Management Officer will be primarily responsible for identifying, assessing, and mitigating risks that could potentially impact the organization. This role requires a deep understanding of risk management principles, excellent analytical skills, and the ability to communicate effectively with various stakeholders. The Risk Officer will work closely with different departments to ensure that risk management strategies are integrated into all aspects of the organization's operations. The successful candidate will also be responsible for monitoring and reporting on risk exposure, ensuring compliance with regulatory requirements, and providing training and support to staff on risk management practices. This is a critical role that requires a proactive approach to risk management and the ability to think strategically about potential risks and their impact on the organization.

### **Major Duties and Responsibilities:**

The Senior Risk Management Officer shall:

- Perform regular risk assessment by analysing current risks affecting the programme and anticipating future risks
- Develop risk management policies, conducting risk assessments, and implementing risk mitigation strategies.
  
- Develop a register of expected risks and maintain the register regularly based on new information
- Develop robust risk mitigation action plans for the identified risks.
- Ensure that risk management practices are aligned with organizational goals and communicate the strategies to stakeholders.
- Analyze risk data and provide insights to senior management.

- Develop and implement risk awareness programs and support the development of a risk-aware culture within the organization.
- Regularly monitor Saving Lives, Livelihoods team's performance in risk management and propose recommendations to strengthen their practice
- Build capacity of member states and implementing partners in risk communication
- Develop and submit regular reports of deliverables and achievements on risk management
- Perform any other duties as requested by the Programme Manager
- Represent Africa CDC in a professional manner, which creates a positive image and enhances the credibility of the organization

### **Qualification and work experience required**

- Master's degree in Business administration, Risk Management, Finance, Economics, Public Health, or related fields with 7 years of work experience. Candidate needs to have at least 3 years of supervisory experience. Professional certification in risk management or accounting (e.g., CRM, FRM, ACCA, CPA) is preferred.
- **OR** Bachelor's degree in Business administration, Risk Management, Finance, Economics, Public Health or related fields with 10 years of work experience. Candidate needs to have at least 3 years of supervisory experience. Professional certification in risk management or accounting (e.g., CRM, FRM, ACCA, CPA) is preferred.

### **Required skills and Competencies:**

#### **Functional skills**

- Experience in using and developing risk registers and mitigation action plans
- Experience in delivering risk measurement and management capacity building programs for diverse stakeholders
- Organizational skills including attention to detail and effective management of tasks
- Deep understanding of the African Union and partners engagements.
- Demonstrated ability with regard to computer skills, including excellent word processing capabilities, proficiency with e-mail and internet applications experience in using office software such as MS Power Point, Word and Excel.

#### **Personal Abilities**

- Analytical and problem solving abilities
- High ethical standards and an uncompromising sense of integrity
- Ability to build strong relationships internally and with external actors.
- Proven ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports



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- 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
- 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\$ 37,453 (P3 Step1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary (US\$17,228.38), Housing allowance of US\$ \$22,932.00, 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), etc. for internationally recruited staff.

## **3. 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.
- 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.

## **4. Post**

**Job title:** Associate Legal Officer  
**Number of posts:** 1 (one)  
**Division:** Legal and Dispute Settlement  
**Supervisor:** Head of Legal and Dispute Settlement  
**Duty Station:** Addis Ababa, Ethiopia

### **Job Purpose**

The Associate Legal Officer will work as part of the Legal Division to provide professional legal advice, undertake legal research, conduct comparative legal analysis, draft legal documents and provide legal support to ongoing projects and programs within the Africa CDC.

### **Main Duties and Responsibilities:**

- Assist with the drafting and review of legal documents, including correspondence, guidelines, contracts, agreements, memorandums, briefing papers, and reports on a wide variety of legal matters.
- Assist to Integrate legal frameworks, policies, and procedures to promote project implementation and the overall strategy of the Africa CDC.

- Support timely updating of the existing Policies, Administrative Instructions, Standard Operating Procedures (SOP), Strategies, Guidelines and make proposals.
- Ensure that all documents align with AU policies and international legal standards.
- Provide legal advice to teams on policy issues, treaty obligations, and adherence to international law in operations and projects.
- Contribute to the creation of policies or protocols to address legal risks and compliance with international norms.
- Support the office in organizing and conducting training workshops or seminars aimed towards capacity building and operationalization of the Africa CDC.
- Undertake any other related tasks as requested by the Head of Legal and Dispute Settlement.

### **Qualifications and Experience**

- Bachelor's degree in law with an emphasis in Public International Law, Administrative Law, Labor Law and minimum of 5 years' experience or Master's degree in law with an emphasis in Public International Law, Administrative Law, Labor Law and minimum of 2 years' experience.
- Relevant work experience refers to a progressively responsible experience in legal practice or related areas, at least one of which should be in an international setting.

**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**

- Demonstrate strong legal knowledge with an ability to carry out extensive research and draft legal documents with limited supervision.
- Ability to analyze legal problems or situations and provide concrete solutions with limited supervision.
- Ability to work in teams.
- Organizational and time-management skills and general knowledge of office administrative support procedures and processes.
- Knowledge of interpersonal relationship practices to meet and deal with persons of diverse backgrounds.



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- Demonstrated ability regarding computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications and experience in using office software applications such as MS Excel, Power Point and Word.

### **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\$ 25,523 (P1 Step1) per annum plus other related entitlements e.g. Post adjustment ranges from (42% - 57% of basic salary as per duty station), Housing allowance ranges from US\$16,819.80 to US\$ 24,561 (per annum as per duty station), and 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 and a maximum of \$3,300 per child per annum for locally 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](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 January 6, 2025.**

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