



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: 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.
- Regular monitor Saving Lives, Livelihoods team's performance in risk management and propose recommendations to strengthen their practice
- Build capacity of members 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 registrar 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
- 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.



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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