



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 opportunity

**Date:** Wednesday January 29, 2025

**Department:** Africa CDC Headquarters

**Duty Station:** Addis Ababa, Ethiopia

**Application deadline:** Wednesday February 12, 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 position of **Associate Legal Officer** for the Saving Lives and Livelihoods Programme.

## 1. Post

**Job title:** Associate Legal Officer (*Re-advertised*)  
**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.
- 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.



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)

### **Language Requirement**

Proficiency in one of the African Union working languages (Arabic, English, French, Spanish, Kiswahili and Portuguese) is required. Proficiency and working knowledge of Arabic language is 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)  
Wednesday February 12, 2025**

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