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# Job Opportunity

**Date: Monday February 3, 2025**

**Department:** Africa Centres for Disease Control (Africa CDC)

**Application deadline: Friday February 14, 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) is a specialized technical institution of the African Union that supports Member States in their efforts to strengthen their public health systems. Africa CDC was officially launched in January 2017, and is guided by the principles of leadership, credibility, and ownership, and delegated authority, timely dissemination of information, transparency, accountability, and value addition. The institution works with all African countries to strengthen the capabilities of their public health institutions for disease surveillance, emergency response, prevention and control, including the capacity to detect and respond quickly and effectively to disease threats. It also serves as a platform for Member States to share and exchange knowledge and lessons from public health interventions.

Over 100 health emergencies occur in Africa yearly, accounting for nearly 70% of all global health emergencies. The continent has made notable progress towards strengthening emergency response capacity at country level, however, there remain inadequacies in planning, limited trained human resources, lack of agility in response teams, inefficient decision-making, and challenges with availability of countermeasures (including stockpiling of supplies). The COVID-19 pandemic has



reinforced the need for a more robust country's capacity to prepare for, detect, and respond to public health emergencies of international concern in Africa.

To ensure successful implementation, Africa CDC plans to recruit one **Monitoring and Evaluation (Planning and Reporting) Officer** who will join the team and be fully dedicated to strengthen health security in Africa through strengthening One Health surveillance and early warning surveillance of emerging threats from wildlife and livestock, and here specifically by strengthening Africa CDC's institutional and operational capacities.

## 1. Post:

**Job Title:** Monitoring and Evaluation (Planning and Reporting) Officer  
**Grade:** AU/P3/5 equivalency  
**Number of posts:** 1 (one)  
**Department:** Africa CDC Headquarters  
**Division:** Planning, Reporting, and Accountability  
**Duty Station:** Addis Ababa, Ethiopia

### Job purpose:

Under the supervision of the Head of Planning, Reporting, and Accountability (PR&A), the M&E Planning and Reporting Officer shall drive the development, monitoring, and analysis of work plans to ensure organizational goals are achieved effectively and efficiently. The ideal candidate will bring substantial experience in planning, reporting, and accountability processes across African countries or multi-country contexts, with fluency in English and proficiency in other AU languages considered an added advantage.

The Action is part of and contributes to the Team Europe Initiative with Africa on Sustainable Health Security using a One Health Approach (TEI HSOH) in the context of European Union and Team Europe and African Union engagements in health. The Overall Objective of the Action is to strengthen health security in Africa through strengthening One Health surveillance and early warning surveillance of emerging threats from wildlife and livestock, and here specifically by strengthening Africa CDC's institutional and operational capacities.

## **Main Duties and Responsibilities:**

The Monitoring and Evaluation (Planning and Reporting) Officer shall perform the following major duties and responsibilities:

### **Development and Coordination of Work Plans**

- Lead the preparation and consolidation of Africa CDC's annual work plans, ensuring alignment with the institution's strategic objectives and priorities.
- Develop and implement standardised templates and guidelines for business units to prepare annual and operational work plans.
- Coordinate the validation process for work plans, ensuring consistency, feasibility, and alignment with organisational resources and mandates.

### **Monitoring and Evaluation of Work Plans**

- Conduct periodic (quarterly and annual) reviews of organisational work plans, assessing progress against targets and identifying areas requiring adjustment.
- Analyse trends and implementation bottlenecks in work plans and prepare reports with actionable recommendations for senior management.
- Develop key performance indicators (KPIs) to track organisational objectives' implementation effectively.

### **Technical Support for Business Units**

- Provide technical guidance and capacity-building support to business units on the formulation, execution, and monitoring of their annual work plans.
- Facilitate workshops and training sessions to enhance staff's planning and reporting competencies across Africa CDC.
- Serve as the focal point for business units requiring clarification or assistance in aligning their work plans with broader organizational objectives.

### **Stakeholder Collaboration and Integration**

- Collaborate with internal and external stakeholders to ensure that work plans are integrated across departments, preventing overlaps and fostering synergies.
- Engage with regional and continental partners to align planning and reporting frameworks with Africa CDC's strategic goals and priorities.

### **Enhancement of Planning and Reporting Frameworks**

- Contribute to the continuous improvement of Africa CDC's planning, reporting, and accountability frameworks, ensuring they remain adaptive to evolving institutional needs.
- Develop and maintain a repository of best practices and lessons learned in planning and reporting within the organisation.
- Ensure compliance with African Union (AU) and international planning, reporting, and accountability standards.

### **Research and Knowledge Sharing**

- Monitor trends, emerging methodologies, and best practices in planning and reporting, especially within the context of African public health initiatives.
- Prepare briefs, reports, and presentations on innovative approaches to planning and reporting for Africa CDC leadership and staff.
- Contribute to documenting and disseminating Africa CDC's achievements, lessons, and impact through structured reports and knowledge-sharing forums.

### **Education Qualifications:**

- A minimum of a master's degree in Business administration, Public Health, Strategic Planning, Development Studies, Economics, or related fields with a minimum of 7 years of professional experience in project/program planning and reporting roles, preferably within African continental or multi-country organization.
- Three (3) years must be in a supervisory role.

### **OR**

- A Bachelor's degree in the fields mentioned above and ten (10) years of relevant progressive experience, out of which three (3) years must be in a supervisory role.
- Project Management Professional (PMP) or PRINCE2 Certification, or equivalent certification will be considered an advantage.
- Demonstrated experience in developing, coordinating, and managing organisational work plans and performance evaluation frameworks.
- Experience of at least 3 years in an international organisation in developing planning and reporting of complex projects is desirable.
- Experience in liaising with Member States and intergovernmental bodies.

- Demonstrated experience in the relationships between a strategic plan, results frameworks, annual work plans, key performance indicators, and theory of change and how to create these tools and use them to support implementation and measure performance in public and/or private sector agency or program of considerable complexity and size.
- Experience using simple tools like Excel to create work plans, Gantt charts, and web-based tools for managing workflows.
- Demonstrated experience in work planning at the agency level or of a large programme in the public health domain is preferred.
- Demonstrable experience in preparation of annual work plans, reporting, quality assurance and monitoring and provision of other project planning advisory and support services.
- Previous experience in international working systems is an advantage.
- Certification in project management (PMP/PRINCE 2) is an added advantage.

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

- Experience in project activity planning and related operations.
- Proficiency in a highly integrated ERP system such as SAP.
- Experience in applying project management standards in work planning and reporting.
- Excellent customer service skills and understanding of Africa CDC practices and procedures.
- Ability to perform multiple tasks and work under pressure with various individuals and institutions.
- Able to work under minimal supervision, be proactive, initiative and with sound judgment.
- Excellent communication, writing and editing skills.
- High level of accuracy, attention to detail and thoroughness.
- Always maintain confidentiality at the highest level.
- High level of integrity and accountability, flexible approaches to work coupled with enthusiasm, commitment and energy.
- Creative thinking and problem-solving skills.
- Good analytical, organisational and time management skills.
- Ability to work in a multi-cultural and multi-national environment.

#### **Functional Skills**

- **Conceptual Thinking:** - Makes multiple causal links and analyses relationships among several parts of a problem or situation. Anticipates obstacles and thinks ahead about the next steps.

- **Job Knowledge and Information Sharing:** - Identifies opportunities, methods and approaches for delivering value through improved information management. Delivers relevant knowledge and information in the most appropriate form.
- **Drive for Result:** - Sets team goals and focuses work to meet goals that are a definite stretch but not unrealistic or impossible. Delivers specific goals and improves performance.
- **Continuous Improvement Orientation:** - Improves performance by doing something new and different in the organisation but not necessarily new to the public sector.

### **Personal Abilities**

- Ability to work under pressure, stay on track and meet deadlines.
- Analytical and problem-solving abilities.
- Proven ability to produce precise and intelligible reports and office briefs in line with the requirements of the Africa CDC.
- Able to operate in a multicultural environment.
- High level of autonomy at work, yet with profound team-spirit.
- Adaptive, patient, resourceful, resilient and flexible.
- Pro-active and solutions oriented.
- Knowledge of results-based management.

### **Language requirement:**

Proficiency in one of the African Union working languages (Arabic, English, French, 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, of twelve (12) months.

### **Gender Mainstreaming:**

The AU Commission is an equal opportunity employer, and qualified women are strongly encouraged to apply.

### **Remuneration:**

Indicative basic salary of US\$ 96,921.34 (P3 Step 5) per annum plus related entitlements for internationally recruited staff, and US\$ 78,461.08 inclusive of all allowances for locally recruited staff of the Africa CDC.



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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](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)  
Friday February 14, 2025**

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