

Job Opportunity

Date: Wednesday March 19, 2025

Title: Administrative Officer; DRC (*Re-advertised*)

Number of Positions: One (01)

Reports to: Regional Technical Coordinator, Central Africa & Indian Ocean

Application Deadline: Friday April 18, 2025

Duty Station: Democratic Republic of Congo (DRC)

Background:

The African Field Epidemiology Network (AFENET) is a not for profit, networking alliance and service organization that brings together field epidemiology training programs (FETPs) across Africa working side by side with Ministries of Health, regional and international partners. AFENET works to strengthen epidemiology and disease surveillance capabilities of African countries that are critical to meeting the requirements of the Integrated Disease Surveillance and Response (IDSR) strategy and the International Health Regulations (IHR).

Established in 2005, AFENET has supported more than 40 African countries across sub-Saharan Africa advance their capabilities in early detection and response to infectious and non-infectious diseases. .

AFENET is looking forward to hiring a competent and qualified person into the position of **Administrative Officer** for the DRC Country Office.

Job Purpose

Coordination of office administrative support functions and provision of administrative and logistical support to country programs/projects

Key Responsibilities / Duties / Tasks

- Perform a variety of administrative and operational duties for the program
- Provide logistical support for the program and to other program staff/stakeholders.
- Prepare and follow up on payment requisitions in regard to various activities within the program/project
- Maintain an accurate and detailed calendar of the various events, due dates and schedules related to the assignments within the programs to ensure these activities occur as scheduled;
- In charge of receiving and distributing of incoming and outgoing correspondences about the program/project.
- In liaison with the various program/project stakeholders, assist in drawing program activity plans and budgets and monitor their execution as scheduled;
- Attend meetings; take, transcribe and distribute minutes concerning the respective program as directed;
- Establish and maintain a variety of records and filing systems pertaining to areas of responsibility;
- In consultation with the immediate supervisor, make travel arrangements for various personnel under the program/project;
- Maintain records of program/projects assets;
- Prepare and submit periodic project activity reports and updates which include but not limited to trips reports, weekly/monthly/quarterly updates
- In consultation with the Secretariat, support registration of AFENET in-country and ensure full regulatory/statutory compliance with local laws and regulations.

Minimum/Preferred Qualifications and Skills

Academic qualifications:

- A degree in Business Administration, Social Sciences and or relevant qualifications
- A post graduate qualification in Project Planning and management is preferred advantage.
- Not less than 2-3 years' experience in project management, Project administration or coordination and proof of such in similar project work is important.
- Excellent Computer knowledge

Required functional competences:

- Excellent written and verbal communication and highly developed collaboration and networking skills
- A proactive approach to work and a high level of initiative.

- Basic knowledge in budget preparation and execution,
- Able to prepare payment requests and compile accountabilities for different activities/projects
- Able to work with minimal supervision, as well as being a strong team player.
- Highly developed organizational skills, with the ability to meet agreed targets and to handle multiple projects concurrently.
- Highly organized with excellent attention to detail.
- Highly developed skills in delivering and facilitating the implementation of policies.
- Excellent Microsoft Office and database management skills.
- Proficiency in both English and French.

BENEFITS:

AFENET offers a competitive remuneration package to the successful candidate.

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) Friday April 18, 2025