

Job opportunity

Date: Monday November 10, 2025

Department: Africa CDC Headquarters

Duty Station: Addis Ababa, Ethiopia

Application deadline: Friday November 21, 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, established to support public health initiatives across African Union Member States (AU MS). Its mission is to strengthen the capacity of national public health institutions to detect, prevent, control, and respond swiftly and effectively to disease threats. Africa CDC provides coordinated and integrated solutions to address gaps in public health infrastructure, workforce capacity, disease surveillance, laboratory diagnostics, and emergency preparedness and response.

Recognizing the urgent need for a collaborative approach, Africa CDC has identified zoonotic diseases, food safety, climate change, and antimicrobial resistance as priority areas requiring a One Health strategy. Through this approach, Africa CDC aims to empower Member States and Regional Economic Communities (RECs) to manage public health threats effectively and contribute to the realization of Agenda 2063: The Africa We Want, and the AU Africa Health Strategy.

In addition to supporting the implementation of Africa CDC's frameworks in these areas, the Senior Finance Officer contributes to Africa CDC's involvement in the Team Europe Initiative on Sustainable Health Security using a One Health Approach (TEI HSOH). This initiative, part of the broader collaboration between the European Union, Team Europe, and the African Union, aims to strengthen health security in Africa. Specifically, the role supports efforts to enhance One Health surveillance and early warning systems for emerging threats from wildlife and livestock, and to build Africa CDC's institutional and operational capacity for coordinating surveillance, prevention, preparedness, and response to zoonotic diseases.

Africa CDC now invites applicants who are citizens of African Union Member States to apply for the position of **Senior Finance Officer**.

1. Post

Job title: Senior Finance Officer

Number of posts: One (1)

Division: Directorate of Finance, Africa CDC

Supervisor: Head of Division, Finance Management

Duty Station: Addis Ababa, Ethiopia

Job Purpose

The Senior Finance Officer reports to the Head of Division, Finance Management and works in collaboration with One Health division, and plays a pivotal role in providing financial oversight and support across the division's four technical programs: zoonotic diseases, food safety, climate change, and antimicrobial resistance. This role ensures sound financial management, including budget planning, expenditure tracking, and compliance with financial policies and procedures, thereby enabling the effective implementation of programmatic activities.

Major Duties and Responsibilities:

The Senior Finance Officer shall:

- Coordinate the specified Partner Project funds and provide overall financial oversight over the utilization of the funds;
- Oversee and manage the project's financial resources.
- Plan and implement systems for financial operations including systems for cash flow management, budgeting, internal controls, financial reporting, grant management, and compliance;

- Ensure timely disbursement and liquidation of funds;
- Assist in developing the annual budget in collaboration with the Africa CDC's Directorate of Finance (DoF);
- Prepare financial reports, for review by the External Resource Management division and the Africa CDC Finance Director;
- Ensure compliance with the AU and the Partner's policies and procedures;
- Responsible for all FM aspects of the project and will work in collaboration with Africa CDC's DoF;
- She (He) will also be responsible for the preparation of monthly, quarterly, and annual financial reports;
- In addition, she (he) will be the focal person for the audit of the project financial statements and submission of the audit reports to the Partner;
- Additional assignments can be given by the respective coordinator as related to the implementation of this project.
- Monitor the performance of fund flow mechanisms of the Project and ensure that timely replenishments are made to implementing offices and the required funds are received;
- Ensure that payments are made as per the budget allocated for each project and expenditure category;
- Ensure compliance with the Partner's Financial Management Policies and applicable African Union financial rules;
- Ensure that all reconciliations (bank and fund) are done on monthly basis and reports are produced on the same;
- Maintain strong internal control over disbursements and accounting for the funds;
- Track and maintain records of accounts payable, accounts receivable and commitments under the project.
- Prepare the project financial management reports, including interim financial reports (IFRs) and submit them to the Partner;
- Coordinate the Partner's Project external audits and ensure the reports are submitted to the Partner as per the deadline.

- Prepare responses to audit queries and assist in the implementation of rectification measures for the audit findings;
- Ensure audit findings are addressed and actions taken are reported to the Partner
- Prepares and develops reports, budget and work programmes related to the functioning of the Partner funded projects;
- Manages and supervises employees under his/her supervision with regard to organization and performance evaluation;
- Liaise with the various Departments/Units of the Africa CDC for coordination and alignment purposes;
- Prepares budgets for the projects in accordance with relevant frameworks in consultation with the Project Coordinator.
- Contributes to the development of strategies, policies, programmes and plans.

Specific Responsibilities

- Identifies risk factors of automated functions and controls, related manual procedures and general control environment; analyses selected functions, controls, etc., to determine exposures;
- Ensures completeness, correctness and conformity of budgets with the programme guidelines; compliance with Financial Rules and established policies and procedures;
- Monitors budget execution; timely and accurate data analysis and performance reporting on programmes to Institutional Partners various stakeholders;
- Implements relevant recommendations by both internal and external auditors related to the improvement of the financial management and accounting systems;
- Provides guidance to programme managers to facilitate implementation;
- Develops independent tests to validate that controls are functioning as designed;
- Reviews and determines compliance with laws, regulations, policies and procedures in the area being audited;
- Supervises execution of predefined programmes and activities of the project;
- Engages with relevant mid-level stakeholders to build lasting relationships and promote collaboration;
- Ensures effective and efficient budget management of the programmes;

- Develops and strengthens all appropriate internal control mechanisms to ensure the integrity and effective financial management of the programmes;
- Provides quality assurance for financial reports produced and ensure that ineligible are nonexistent.

Qualification and work experience required

- A Master's Degree in Business Administration, finance, accounting or related field with seven (7) years of relevant work experience, with 3 years at expert level.
- Professional qualification such as CPA, CA, ACCA, CIMA or equivalent is an added advantage
- At least two (2) years of experience with External or/and Internal Audit Experience is an added advantage.
- Knowledge in any ERP/SAP system is an added advantage

Or

- A Bachelor's degree in finance, accounting or related field with ten (10) years of relevant work experience, with 3 years at expert level.
- Professional qualification such as CPA, CA, ACCA, CIMA or equivalent is an added advantage
- At least two (2) years of experience with External or/and Internal Audit Experience is an added advantage.

Required skills and Competencies:

Functional skills

- Financial Management and Analytical skills;
- Interpersonal and negotiation skills
- Presentation, report writing and communication skills;
- Computer skills with practical knowledge of Microsoft Office Suite.
- Planning and organizing skills
- Ability to effectively lead, supervise, mentor, develop and evaluate staff
- Proficiency in one of the AU working languages, fluency in another AU language is an added advantage.

Personal Abilities

- Ability to deliver under tight deadlines and work well under pressure.
- Analytical and problem-solving skills.
- Good interpersonal skills.
- Ability to operate in a multicultural environment.
- High level of autonomy at work, yet with profound team spirit.
- Adaptive, patient, resilient and flexible.
- Proactive and solution oriented.

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 Step5) 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, etc. for internationally 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

*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 November 21, 2025**

Note: More details about this position can be obtained from our website: www.afenet.net