

# Job Opportunity

**Date: February 2, 2026**

**Duty Station: Kampala, Uganda**

**Application deadline: Monday March 2, 2026**

**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 40 African Countries.

AFENET brings together field epidemiology training programs (FETPs) across Africa and 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).

AFENET is seeking to recruit a highly qualified & experienced person to serve in the position of Head of Operations.

**Job Title:** **Head of Operations**

**Department:** **Operations**

**Location/Workstation:** **AFENET Secretariat - Kampala, Uganda**

**Reports to:** **Director, AFENET**

**Job Purpose:**

Lead and provide strategic direction of the operations, human resource, procurement, information technology, transport and administration functions across the AFENET network

### **Key Responsibilities / Duties / Tasks**

- Develop and monitor implementation of robust operational, procurement, human resource and IT systems, infrastructure, policies and procedures to support the implementation and evaluation of the organization's strategies;
- Direct the human resource function including, but not limited to recruitment, employee orientation program, performance management, rewards management, training and development, succession planning and staff retention;
- Oversee the procurement function from planning, bidding, selection of contractors, contracts management in accordance with internal procedures and regulations.
- Monitor the administrative and operational implementation of country project work plans and budgets to support achievement of program objectives;
- Oversee the information communication technology services across AFENET offices;
- Direct and monitor the transport and immigration services across AFENET offices;
- Oversee and coordinate legal activities including office registration and regulatory compliance;
- Improve service delivery to country programs and projects;
- Manage insurances policies, contracts, leases, and other legal documents and agreements;
- Ensure appropriate security, safety and health guidelines and procedures for staff are established, maintained, updated and followed by all employees;
- Develop and manage key stakeholder relations at AFENET; and
- Develop and manage performance of administrative staff, including operations, HR, travel, transport, procurement, contracts management and IT staff;

### **Academic Qualifications:**

- Masters Degree in Business Administration/Finance/Strategic Management or equivalent
- Bachelor's Degree in Business Administration, Human Resource Management or equivalent

### **Professional Qualifications / Membership to professional bodies**

The candidate must be a member of at least one of the following professional organizations:

- Certified Public Accountant (CPA), Association of Chartered Certified Accountant (ACCA), Chartered Institute of Procurement and Supply(CIPS) and Certified Human Resources Professional (CHRP)

### **Work Experience:**

- Seven (7) years of working experience in Business Administration or a related field three (3) of which at managerial level



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)

**Remuneration and Benefits:** A competitive remuneration and benefits will be offered to the successful candidate

### **Application Process**

Interested candidates should submit their application letters and Curriculum Vitae detailing their academic qualifications, experience and skills and attach copies of relevant academic and professional certificates together with three references to:

**The Human Resource Office, African Field Epidemiology Network (AFENET).**

**<https://recruitment.afenet.net> and a copy on Email: [sec@afenet.net](mailto:sec@afenet.net)**

**Please note ONLY successful candidates shall be contacted for interview**

**Please note that all applications should be sent online by close of business 5:30 pm (EAT) Monday March 2, 2026.**