

Job Opportunity

Date: Tuesday July 21, 2026

Program: Expanded Program on Immunizations (EPI)

Duty Station: Mogadishu, Somalia

Application deadline: Tuesday July 28, 2026

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 also implements multinational public health projects in EPI, Malaria, NTD, IDSR and Lab capacity strengthening.

One such project is the Expanding Female Community Health Worker roles in AFP surveillance and Vaccine-Preventable Disease Project. CDC has awarded funds to AFENET to ensure that Expanding Female Community Health Worker roles in AFP surveillance and Vaccine-Preventable Disease work are implemented effectively in Somalia. This will be done through provision of technical assistance to the Federal Ministry of Health- Somalia.

The Female Community Health Worker (FHCW) initiative aims to strengthen community-based surveillance for Acute Flaccid Paralysis (AFP), Vaccine-Preventable Diseases (VPDs), routine immunization, and community engagement by expanding the role of Female Community Health Workers across priority districts in Somalia. The initiative will improve early disease detection, reporting, vaccination tracking, community awareness, referral systems, and cross-border surveillance while strengthening collaboration among AFENET, WHO, other partners and the Ministry of Health.

The Project Administrator – Female Community Health Worker (FCHW) Project will provide overall technical and operational coordination for the project, ensuring quality implementation, supervision, monitoring, reporting, and stakeholder coordination.

On behalf of US CDC, AFENET will deploy a full-time Project Administrator for Female Community Health Worker (FCHW) Project focused on directly assisting the Expanded Program for Immunization (EPI) team at the Federal Ministry of Health in the planning and implementation of the Expanding Female Community Health Worker roles in AFP surveillance and Vaccine-Preventable Disease.

The consultant will be expected to collaborate with the FMOH, State level Health Bureaus, Community and District Health Offices, and national, regional, and international agencies such as WHO, UNICEF, CDC and other immunization partners in Somalia. The incumbent will provide administrative and operational assistance to the EPI team in planning for the Expanding Female Community Health Worker roles in AFP surveillance and Vaccine-Preventable Disease with support from Subject Matter Experts from AFENET and CDC headquarters in the US.

AFENET seeks to recruit a Project Administrator – Female Community Health Worker (FCHW) Project based in Mogadishu to provide administrative assistance to ensure that the Expanding Female Community Health Worker roles in AFP surveillance and Vaccine-Preventable Disease are being effectively implemented and monitored.

There will be possibility of extension pending need and availability of funding to assist with the Expanding Female Community Health Worker roles in AFP surveillance and Vaccine-Preventable Disease, implementation. The Administrator will be hired by AFENET on behalf of the Global Immunization Division at CDC Atlanta in the United States and will be required to produce the quarterly progress reports and a final report. The position is located at the AFENET, Mogadishu, Somalia, and will require significant travel to each of the selected Districts.

1. Post

Job title: Project Administrator – Female Community Health Worker (FCHW) Project

Number of vacancies: 1 (one)

Terms of reference:

Specific Deliverables:

Project Administrator – Female Community Health Worker (FCHW) Project

- Prepare project work plans & budgets
- Prepare written correspondence related to the project to partners, staff and consultants
- Provide administrative support for the timely implementation of project activities
- Schedule project meetings and take minutes as appropriate.
- Maintain and update relevant contact lists
- Manage logistics/contracts for field work and training sessions including accommodations and vehicle rentals
- Manage payment of per diem and office petty cash

- Work with the implementing partner organization to ensure:
 - i. Timely monthly and quarterly expenditure forecasts
 - ii. Appropriate expenditure documentation and information is transmitted on a timely basis
 - iii. Proper, accurate and accountable documentation for all financial and administrative transactions of the project office
 - Manage project assets, office stores and inventory
 - Maintain a service schedule and ensure that office supplies and equipment are maintained
- Establish and maintain a manual and electronic filing/record-keeping system for easy storage and retrieval of documents, reports and correspondence related to the project

Other Responsibilities

- Perform any other duties assigned by the supervisor relevant to the project
- Conduct regular supportive supervision, review meetings, and provide timely feedback to all levels
- Prepare and submit activity reports to all stakeholders
- Perform other duties as assigned that are directly related to this position.

Required Qualifications:

Education

- Bachelor's Degree in Business Administration, Public Administration, Procurement and Supply Chain Management, Management, Finance, Project Management, or a related field.
- A Master's Degree is an added advantage.
- Willingness to undertake frequent travels, including hard to reach areas.

Experience

- Minimum of five (5) years of progressively responsible experience in project administration.
- Experience supporting donor-funded public health programs is highly desirable.
- Experience working with international NGOs, UN agencies, or government institutions is an added advantage.

- Experience in procurement, logistics, and workshop coordination.
- Excellent organizational and planning skills.
- Strong procurement and logistics management skills.
- Excellent communication and interpersonal skills.
- Strong report writing and documentation skills.
- Ability to work independently and under pressure.
- High level of integrity, professionalism, and confidentiality.
- Strong analytical and problem-solving skills.
- Excellent time management skills.
- Ability to manage multiple priorities simultaneously.

Computer Skills

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience using online collaboration platforms.
- Knowledge of project management software is an added advantage.

Languages

- Fluency in English (written and spoken) is required.
- Knowledge of Somali is an added advantage.

Preferred Experience

- Experience working with WHO, CDC, UNICEF, AFENET, or similar international organizations.
- Experience working in humanitarian, fragile, or conflict settings.
- Experience supporting community-based surveillance programs.
- Female competent applicant will be encouraged



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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

*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) Tuesday July 28, 2026