



Africa CDC Saving Lives and Livelihoods

VACANCY ANNOUNCEMENT

Compliance Officer

Saving Lives and Livelihoods Programme

July 2022

in partnership with



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Background Information

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) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. The Africa CDC is Africa's first continent-wide public health agency and envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency mission is to strengthen Africa's public health institutions' capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programmes.

Africa CDC has been at the forefront of the continent's fight against the pandemic. The agency has set a goal to vaccinate 60 percent the continent's population before the end of 2024. To achieve this ambitious and critical goal, the Africa CDC and the Mastercard Foundation are launching "Saving Lives and Livelihoods," "partnership for COVID-19 Vaccination in Africa." The planned Saving Lives and Livelihoods partnership is a unique initiative due to its scope and scale, the critical topics it focuses on, as well as the way it will be governed.

Post

Job title: Compliance Officer
Grade: P2 Step 1
Number of posts: 01 (One)
Supervisor: Senior Compliance Officer
Duty Station: HQ - Addis Ababa, Ethiopia

Job Description Summary

The Compliance Officer will be responsible for ensuring that the implementation of the vaccine roll-out programme adheres to the legal and ethical guidelines of Africa CDC and the African Union.

Major Duties and Responsibilities

The Compliance Officer shall:

- Support the design of Save Lives and Livelihoods Programme compliance procedures and protocols in accordance with Africa CDC and African Union policies
- Build the capacity of implementing partners and programme staff on the required compliance protocols
- Ensure effective controls are in place to monitor implementing partners and member states compliance with Africa CDC and African Union procedures
- Regularly monitor adherence to the prescribed control protocols by the implementing partners and member states and enact corrective actions in case of non-compliance
- Develop and submit regular reports of deliverables and achievements on compliance measures
- Represent Africa CDC in a professional manner, which creates a positive image and enhances the credibility of the organization
- Perform any other duties as requested by the supervisor.

Qualification and work experience required:

Master's degree in Finance, Business administration, Economics, Public Health, and other relevant fields. Candidates need to have at least 2 years of experience.

Or

Bachelor's degree in Finance, Business administration, Economics, Public Health, and other relevant fields. Candidates need to have at least 5 years of experience.

Functional skills

- Excellent communication and marketing skills
- Experience with financial and compliance auditing, financial management, and project management
- Organizational skills including attention to detail and effective management of tasks
- Demonstrated ability with regards to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications experience in using office software such as MS Power Point, Word and Excel.

Personal Abilities

- Strong problem-solving abilities
- Ability to plan ahead and predict potential and emerging barriers
- Ability to build strong relationships internally and with external stakeholders
- High level of autonomy at work, yet with profound team spirit
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team
- Adaptive, patient, resourceful, resilient and flexible
- Analytical and problem-solving abilities
- Ability to build strong relationships internally and with external actors.
- High level of autonomy at work, yet with profound team spirit.
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team
- Awareness of technological trends and apply necessary technology to the daily work when necessary

Language Requirement:

Applicants must be proficient in at least one of the African Union working languages (English, French, Arabic, Spanish or Portuguese). Knowledge of two or more of African Union working languages would be an added advantage.

Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of three years, 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\$ 31,073 (P2 Step1) per annum plus other related entitlements e.g., Post adjustment (ranges from 42% - 57% of basic salary as per the Duty Station), Housing allowance ranges from US\$ 16,819.80 – US\$24,561.00 (per annum), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10, 000.00 per child per annum), etc. for internationally recruited staff.

How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.



The document should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-072022-AFENET or Pat-Jones-CoverLetter-072022-AFENET.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at afenet-compliance-officer@oxfordhr.co.ke in the first instance.

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