



Africa CDC Saving Lives and Livelihoods

VACANCY ANNOUNCEMENT

Programme Officer – Partnership Management Team

Saving Lives and Livelihoods Programme

July 2022

in partnership with



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1. 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.

2. Post

Job title: Programme Officer – Partnership Management Team

Grade: AUP2 Step 1

Supervisor: Programme Manager

Duty Station: HQ - Addis Ababa, Ethiopia

Application Deadline: 12th August

3. Job Description Summary

The Programme officer will provide day-to-day support to the Programme Manager. The Programme Officer will serve as a principal advisor and will provide technical support to the Programme Manager in internal and external affairs of the Africa CDC.

4. Major Duties and Responsibilities

The Programme Officer shall:

- Advise the Programme Manager on all activities that affect the vaccine roll-out programme including policy, programmes, projects, and initiatives;
- Support the Programme Manager in developing, preparing, and presenting guidelines, presentations, memoranda, briefings, staff papers and other materials;
- Coordinate or directly prepare presentations, talking points and briefing materials for meetings of the Programme Manager;
- Organize all information that flows to and from the Programme Manager and prioritize according to need and urgency to ensure efficiency in decision making;
- Oversee and coordinate the daily activities of the Programme Manager including determining the Manager's schedule based on agreed priorities;
- Attend meetings and discussions on behalf of the Programme Manager;
- Address emerging concerns or delays in a timely manner, and if it is not possible to resolve, escalate to the Programme Manager;
- Represent Africa CDC in a professional manner, which creates a positive image and enhances the credibility of the organization; and
- Perform any other duties as requested by the Programme Manager

5. Qualification and work experience required

Bachelor's degree in public health, business administration, public administration or related field and minimum of 5 years' experience. Supervisory experience is an advantage.

Or

Master's degree in public health, business administration, public administration or related field and minimum of 2 years' experience. Supervisory experience is an advantage.

6. Required skills and Competencies

a. Functional skills

- Demonstrated planning and organizational skills
- Excellent technical writing skills
- Ability to prepare and facilitate negotiations with senior stakeholders and partners
- Clear understanding of African health systems and implementing partners
- Excellent computer skills, including word-processing capabilities, proficiency with e-mail and internet applications as well as experience in using office software applications such as MS Excel, Power Point and Word

b. Personal Abilities

- Strong problem solving abilities
- Ability to plan and predict potential and emerging barriers
- Ability to build strong relationships internally and with external stakeholders
- High level of autonomy at work with a profound team spirit
- Ability to work under pressure, with minimal supervision
- Ability to work and thrive in a culturally diverse team
- Adaptive, patient, resourceful, resilient, and flexible

7. 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.

8. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of three years. The first three months will be considered a probationary period, thereafter, the

contract will be renewed annually subject to satisfactory performance and fund availability.

9. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

10. 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.

11. 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-062022-AFENET or Pat-Jones-CoverLetter-062022-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-programme-officer-pmt@oxfordhr.co.ke in the first instance.

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