



Africa CDC Saving Lives and Livelihoods

VACANCY ANNOUNCEMENT

Project Officer

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 (5 Posts)

Job title: Project Officer – Saving Lives and Livelihoods Programme

Grade: P2 Step 1

Supervisor: Senior Project Officer

Duty Station: Multiple locations (RCC North - Addis Ababa; RCC West - Abuja; RCC Central - Libreville; RCC East - Nairobi; RCC South - Lusaka)

Application Deadline: 12th August

3. Job Description Summary

The Project Officer will be directly reporting to Senior Project Officer and will be responsible in supporting him/her in providing oversight of implementing partners managing. He/she will also be responsible for managing official correspondence, tracking of financial spending to partners, managing relationships, and monitoring project performance.

4. Major Duties and Responsibilities

The Technical Officer for Digital Systems shall:

- Develop the scope and work-plan of the project in conjunction with the implementing partners and Member States
- Work with implementing partners to refine and define KPIs and other partner performance metrics which will be tracked by the Programme
- Support and follow-up on the implementation of programme activities in accordance with the program proposal and activities timeline
- Monitor the performance of implementing partners to ensure they are achieving results in line with the KPIs of the programme and develop corrective actions if there is delay
- Participate in regular meetings with the implementing partner and conduct field oversight together with Technical Assistance Team Members to ensure objectives are being achieved
- Ensure implementing partners are complying with routine auditing and reporting procedures
- Advise partners on potential capacity building opportunities and link with the Technical Assistance Team and Regional Program Team for further advice
- Support the Senior Project Officer in development of monthly project implementation reports, monitor and track progress of the project;
- 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 Partnership Management Team Lead

5. Qualification and work experience required

Bachelor's Degree in Public Health, Epidemiology or related fields. Preferred candidates must have at least 5 years of experience. Managerial experience is not required but is an advantage.

Or

Master's Degree in Public Health, Epidemiology or related fields. Preferred candidates must have at least 2 years of experience. Managerial experience is not required but is an advantage.

6. Required Skills and Competencies

a. Functional skills

- Demonstrated project planning and management skills for organizing, planning and executing projects from conception through implementation;
- Demonstrable experience in drafting budgets and programme reporting documentation for executive level consumption
- Knowledge and understanding of management and operational policies, procedures and systems supporting critical and routine programme operations in a public health or other public sector context;
- Excellent administrative skills and ability to work with minimum supervision.
- Knowledge and understanding of programme management support systems and processes
- Excellent computer skills, including word-processing capabilities, proficiency with e- mail and internet applications, experience in using office software applications such as MS Excel, Power Point and Word

b. Personal Abilities

- 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
- 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 three years, of which 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-project-officer@oxfordhr.co.ke in the first instance.

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