



# Africa CDC Saving Lives and Livelihoods

## VACANCY ANNOUNCEMENT

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### Technical Officer Vaccine Delivery

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 (6 Posts)**

**Job title:** Technical Officer Vaccine Delivery – Saving Lives and Livelihoods Programme

**Grade:** P2 Step 1

**Supervisor:** For the RCC Roles – Senior Technical Officer – RCC; For the HQ Role – Technical Assistance Team Lead

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

**Application Deadline:** 12<sup>th</sup> August 2022

## **3. Job Description Summary**

The Technical Officer for vaccine delivery will support the CoVID-19 vaccine administration and distribution in member states. The technical officer will work with member states and implementing partners to plan activities, track progress, and develop recommendations to address any challenges faced in the vaccine administration.

## **4. Major Duties and Responsibilities**

The Technical Officer for Vaccine Delivery shall:

- Develop high level plan of activities for vaccine deployment and administration in accordance with regional program teams and implementing partners and ensure coordination at the country level
- Support implementing partners in their day-to-day execution and implementation of vaccine delivery.
- Support regional and country teams in identifying all feasible locations for vaccine administration
- Track key performance indicators on vaccine delivery and produce reports as appropriate
- Determine country and site readiness for vaccine administration and delivery with both quantitative and qualitative indices
- Work with Implementing partners to develop initiatives to enhance the country's vaccine readiness in areas such as vaccine demand stimulation and logistics improvement
- Ensure that all vaccine delivery related challenges and risks are identified and mitigation measures established and implemented
- 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 Technical Assistance Team Lead

## 5. Qualification and work experience required

Bachelor's Degree in Public Health, Business Administration, Economics, Supply Chain Management and other related fields. The candidate need to have at least 5 years of experience. Supervisory experience is not mandatory but an added advantage.

Or

Master's Degree in Public Health, Business Administration, Economics, Supply Chain Management and other related fields. The candidate need to have at least 2 years of experience. Supervisory experience is not mandatory but an added advantage.

## 6. Required Skills and Competencies

### a. Functional skills

- Excellent diplomatic, representational, interpersonal and communication skills, including experience with successfully interacting with stakeholders and decision-makers in technical and other professional settings
- Experience in vaccine distribution
- Demonstrated project planning and management skills for organizing, planning and executing projects from conception through implementation;
- Excellent technical writing skills, in addition to narrative and financial reporting skills;
- Skills in translating highly technical information into presentations, briefings and report and funding proposals for both technical and lay audiences;
- 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

- Leadership and management abilities. Pro-active and solutions oriented.
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- Excellent organizational skills
- 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
- 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, 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.

## **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-tech-off-vaccine-delivery@oxfordhr.co.ke](mailto:afenet-tech-off-vaccine-delivery@oxfordhr.co.ke) in the first instance.

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