



AFENET Secretariat
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Plot 42, Lugogo By-Pass
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www.afenet.net

Job Opportunities

Date: Monday March 27, 2023

Department: Africa Centres for Disease Control (Africa CDC)

Programme: Saving Lives and Livelihoods (SLL)

Application deadline: Friday April 7, 2023

Background:

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 70 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.

The African Field Epidemiology Network (AFENET) is a non-profit organization established in 2005 with a mission to improve human health through the strengthening and expansion of applied epidemiology and laboratory capacity in partnership with Ministries of Health, Non-Governmental Organizations, international agencies, private sector and other public health agencies. AFENET has its headquarters in Kampala, Uganda with operations in more than 30 African Countries.



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Hence, Africa CDC invites applicants who are citizens of Member States for a fixed term post of the **Monitoring and Evaluation Officer** position for the Saving Lives and Livelihoods Programme.

Post:

Job title: Monitoring and Evaluation Officer-Saving Lives and Livelihoods

Grade: Rapid Responder (RR) equivalency

Number of posts: 26 (Twenty-six)

Department: Africa CDC

Supervisor: Primary Supervisor-Regional Programme Lead
Secondary Supervisor-Senior M& E officer

Duty Station: Assigned Country

Job Description Summary

The M&E Officers will be attached to the MoH and will act as liaison between the ministry and the Regional M&E Officers. They will support to oversee the monitoring and evaluation of vaccination initiatives including COVID-19.

Major Duties and Responsibilities

Main Functions:

Support all aspects of Africa CDC (internal and external) monitoring and evaluation activities.

Provide technical support for the development or adaptation of guidelines, Standard Operating Procedures (SOPs) monitoring and evaluation tools including data collection and management tools.

Provide monitoring and evaluation findings and recommendations to support planning, emergency preparedness, risk management and mitigation activities for the CoVID-19 vaccination programs.

Specific Responsibilities:

- Follow-up on and ensure monitoring and evaluation lessons learned are captured and that adjustments/corrections are integrated in the project cycle.
- Work with the partners to inform and ensure the proper M&E activities are incorporated in the CoVID-19 vaccination programme of the project activities.
- Work with Africa CDC staff to ensure quality data collection and contribute in the analysis of the collected data to build credible evidence.
- Provide technical advisory to implementing partners and regional teams.
- Ensure that the correct means of verification (MOVs) are collected from implementing partners and documented in the Africa CDC MOVs Teams folder
- Review the operational and programme KPIs developed for the CoVID-19 programme and update as required.
- Represent Africa CDC in a professional manner, which creates a positive image and enhances the credibility of the organization.
- Perform any other CoVID-19 vaccination related activities as requested by the Programme Manager.
- Develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project.
- He/she will also provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and project governance issues, assisting the Project Manager in preparing Quarterly/Annual reports and other reports on project progress and will monitor the project activities on a regular basis, developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.
- The Monitoring and Evaluation Officer will work in close collaboration with project team, M&E officers attached to ministries, Government officials, private sector, non-government, and civil society organizations in respective regions.

Qualification and work experience required

- Master's degree in Public Health, Sociology, Social development, Economics, Business Administration, Monitoring and Evaluation or other related fields and at least two (2) years of relevant experience

OR

- Bachelor's degree in Public Health, Sociology, Social development, Economics, Business Administration, or other related fields and at least five (5) years of relevant experience
- Certification in Monitoring and Evaluation will be an added advantage.

Relevant Experience

Work experience in the area of public health programme implementation, Monitoring and Evaluation and stakeholder engagement is an added value.

Knowledge and Skills

- Demonstrate professionalism; good knowledge to design, to develop and maintain M&E Strategy, Policies and Procedures.
- Computer literacy and good knowledge in ERP/SAP.
- Excellent knowledge of international organizations.
- Good drafting and argumentative skills in one of the African Union working languages.
- Good communication, planning, organizational and reporting skills.
- Good ability to take initiatives, to improve service delivery.
- Good ability to focus on client orientation.
- Excellent interpersonal skills; respect for confidentiality and good public relations;
- Skills in translating highly technical information into presentations, briefings and report and funding proposals for lay audiences.

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
- Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the development and administration of domestic and international health communication programmes
- Strong command of document and graphic presentation and media software systems and tools.
- Possesses excellent organization and project management skills and composure
- Excellent verbal and written skills and experience in executing various writing styles and voices, including journalistic and executive writing.
- 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.
- 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.



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- Ability to work under pressure, with minimal supervision, and in a culturally diverse team
- Adaptive, patient, resourceful, resilient, and flexible.

Language Requirement

Applicants must be proficient in at least one of the African Union working languages (English, French, Arabic, Portuguese, Spanish or Swahili). 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 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

For International hires indicative pay is US\$ 6,000 per month. For local hires, the indicative pay is US\$ 3,000 per month.

How to apply: Submit your resume, application letter, and relevant documentation to:

Interested candidates are welcome to apply by either of these two means.

- a. The Ministry of Health or the National Public Health Institute of member state can submit a maximum of three CVs for a position

Or submit applications 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)
Friday April 7, 2023**

Note: More details about this position can be obtained from our website: www.afenet.net