



Africa CDC Saving Lives and Livelihoods

VACANCY ANNOUNCEMENT

Senior Partnership Officer Saving Lives and Livelihoods Programme

June 2022

in partnership with



VACANCY ANNOUNCEMENT

Senior Partnership Officer – Saving Lives and Livelihoods Programme

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: Senior Partnership Officer – Saving Lives and Livelihoods Programme

Grade: AUP3 Step 1

Supervisor: Partnership Management Lead – Saving Lives and Livelihoods

Duty Station: HQ - Addis Ababa, Ethiopia

Application Deadline: 10th July 2022

3. Job Description Summary

The Senior Partnership Officer will participate in the overall effort to build and sustain strategic partnerships aiming at advancing the goals of the Saving Lives and Livelihood Programme and mobilising resources and support for the programme. The Senior Partnership Officer is responsible for the development and implementation of resource mobilisation and partnership strategy and plan.

4. Major Duties and Responsibilities

The Senior Partnership officer shall:

- Build and maintain effective relationships with member states, international organisations, and other partners, in order to keep them informed on important, strategic, and operational issues of the Programme
- Building and maintaining issue-based partnerships and coalitions with the private sector, donors, and partners
- Mobilising resources (including but not limited to financial) from the private sector, donors, and partners for the success of the programme
- Providing inputs to outreach/publicity material geared towards partners and donors
- Identifying best practices and lessons learned directly linked to resource mobilisation and partnership-building activities
- Assess (external and internal) opportunities for resource mobilisation and identification and mapping of current and potential donors
- Revise and improve the resource mobilisation & partnership development strategy and action plans
- Develop funding proposals and concept notes as per action plan targets
- 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 Partnership Management Lead

5. Qualification and work experience required

Masters university degree in Development Studies, Finance, Economics, Business, International Relations, Public Policy, Strategic Management or International Development or an equivalent discipline field and 7 years of work experience. The candidate needs to have at least 3 years of experience in a supervisory position.

Or

Bachelors degree in Development Studies, Finance, Economics, Business, International Relations, Public Policy, Strategic Management or International Development or an equivalent discipline field and 7 years of work experience. The candidate needs to have at least 3 years of experience in a supervisory position.

6. Required Skills and Competencies

a. Functional skills

- Excellent capacity for developing and maintaining a network of contacts with potential donors and partners
- Proven experience in working with the various donors in corporate social responsibility, as well as a proven record of successful resource mobilizing
- Good oral/written communication techniques to make presentations, provide programme consultation; respond to inquiries, reports, proposals, etc.
- Skills in translating highly technical information into presentations, briefings and reports, and funding proposals for lay audiences.
- Resourceful and skilled at collecting, analysing, and using data to recommend, make and communicate decisions of a technical nature to lay audiences.
- Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications, and experience in using office software applications such as MS Excel, PowerPoint, and Word.

b. Personal Abilities

- Analytical and problem-solving abilities
- High ethical standards and an uncompromising sense of integrity
- Ability to build strong relationships internally and with external actors.

- Proven ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports
- 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 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\$37,453 (AUP3Step 1) per annum plus other related entitlements e.g. Post adjustment of US\$17,228.38 (46% of basic salary per annum), Housing allowance of US\$22,932 per annum, Thus a total of US\$77,613.38 per annum plus Gratuity of 15% of Gross salary per annum.

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-senior-partnership-officer@oxfordhr.co.ke in the first instance.

in partnership with



OXFORD

46 Woodstock Road
Oxford
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

LONDON

5 Tanner Street
Bermondsey
London
SE1 3LE

United Kingdom

+44 (0)20 7939 7451

AMSTERDAM

Korte Schimmelstraat 12
1053 SZ
Amsterdam

The Netherlands

+31 (0) 621 153 452

NAIROBI

Workify Africa
ABC Place
Waiyaki way
Nairobi

Kenya


+254 (0) 797 233 217



OXFORD HR
SEARCH FOR A BETTER WORLD

www.oxfordhr.co.uk | Company No. 6456325



 +251 11 551 7700

 africacdc@africa-union.org

 www.africacdc.org

 [@africacdc](https://twitter.com/africacdc)

 [AfricaCDC](https://www.facebook.com/AfricaCDC)