



Africa CDC Saving Lives and Livelihoods

VACANCY ANNOUNCEMENT

Senior Procurement Officer Saving Lives and Livelihoods Programme

June 2022

in partnership with



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Senior Procurement 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 Procurement Officer – Saving Lives and Livelihoods Programme

Grade: AUP3 Step 1

Supervisor: Partnership Management Lead

Duty Station: HQ - Addis Ababa, Ethiopia

Application deadline : 10th July 2022

3. Job Description Summary

The Senior Procurement Officer will be responsible for managing the procurement activities of the programme. He/she will be responsible for expediting procurement activities in an effective and efficient manner.

4. Major Duties and Responsibilities

The Senior Procurement Officer shall:

- Prepare a detailed procurement plan and schedule for the successful delivery of the vaccine rollout programme
- Initiate and manage procurement activities as per the schedule and the request of teams
- Prepare bid documents including Request for Interest (RFIs) and Request for Proposals (RFPs) using Africa CDC standard bid materials
- Assist in the evaluation of bids and ensure the process follows Africa CDC and MasterCard Foundation guidelines
- 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 as requested by the Partnership Management Lead

5. Qualification and work experience required

Master's degree in Finance, accounting, supply chain management or related fields. Candidates need to have at least 7 years of experience in procurement related positions of which 3 years are at supervisory level.

Or

Bachelor's degree in Finance, accounting, supply chain management or related fields. Candidates need to have at least 10 years of experience in procurement related positions of which 3 years are at supervisory level.

6. Required skills and Competencies

a. Functional skills

- Knowledge of general procurement methods and procedures (especially AU and Africa CDC protocols)
- Experience in training and capacity building in organizations
- Excellent communication and interpersonal skills
- Excellent report writing skills
- Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications experience in using office software such as MS Power Point, Word and Excel.
- Deep understanding of the African Union and partners engagements.

b. Personal Abilities

- Analytical and problem solving abilities
- High ethical standards and an uncompromising sense of integrity
- Excellent negotiation skills
- 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 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\$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-Documents 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-procurement-officer@oxfordhr.co.ke in the first instance.

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