



# Africa CDC Saving Lives and Livelihoods

## VACANCY ANNOUNCEMENT

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**Senior Project Officer**  
Saving Lives and Livelihoods Programme

June 2022

in partnership with



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### Senior Projects 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 Projects Officer – Saving Lives and Livelihoods Programme

**Grade:** AUP3 Step 1

**Supervisor:** Partnership Management Team Lead

**Duty Station:** HQ - Addis Ababa, Ethiopia

**Application deadline:** 10<sup>th</sup> July 2022

## 3. Job Description Summary

The Senior Project Officer will be responsible for managing all official correspondence, tracking the fiscal execution of the implementing partners, and monitoring the performance of implementing partners.

## 4. Major Duties and Responsibilities

The Senior Project Officer shall:

- Develop the scope and work plan of the projects in conjunction with each implementing partners
- Manage internal Projects Office staff who will be assigned to the 5 regions of the continent
- Ensure implementing partners are achieving results in line with the KPIs of the Programme and develop corrective actions if there is a delay
- Hold regular meetings with the implementing partners and conduct oversight together with other team members including team members from the Regional Programme Teams and Technical Assistance Teams
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques, and report and escalate to management as needed;
- Ensure implementing partners are complying with routine auditing and reporting procedures
- Coordinate closely with Mastercard Foundation on the administration of funds in the programme, including routine reporting on financial and technical performance
- Advise implementing partners on potential capacity-building opportunities and links with the Technical Assistance Team and Regional Program Team for further advise
- Develop monthly project implementation reports, monitor and track progress of the project; Oversee overall communication of project activities to key stakeholders

- Manage risks associated with the implementing partners
- 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 Lead

## 5. Qualification and work experience required

Masters Degree in Business Administration, Economics, Public Health, Epidemiology or related fields with 7 years of work experience. Candidates need to have at least 3 years of experience in a supervisory role

**Or**

Bachelors Degree in Business Administration, Economics, Public Health, Epidemiology or related fields with 10 years of work experience. Candidates need to have at least 3 years of experience in a supervisory role

## 6. Required Skills and Competencies

### a. Functional skills

- Demonstrated project planning and management skills for organizing, planning and executing projects from conception through implementation
- Experience in the preparation of operational work plans, operational guidance and policies, and contributing programmatic input into scientific and programmatic plans and technical proposals for advancing initiatives and programmes in either public or private sector domains
- Excellent administrative skills and ability to work with minimum supervision;
- Knowledge and understanding of programme management support systems and processes
- 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

- Team Leadership skills
- Excellent coordination and negotiation skills
- Excellent organizational and recordkeeping 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

- Awareness of technological trends and applying 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 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-project-officer@oxfordhr.co.ke](mailto:afenet-senior-project-officer@oxfordhr.co.ke) in the first instance.

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## 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




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[www.oxfordhr.co.uk](http://www.oxfordhr.co.uk) | Company No. 6456325



 +251 11 551 7700

 [africacdc@africa-union.org](mailto:africacdc@africa-union.org)

 [www.africacdc.org](http://www.africacdc.org)

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