

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

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CRITICAL STAFFING NEEDS FOR SUPPORT BY PARTNERS

The Africa Centres for Disease Control and Prevention (Africa CDC) is a specialized technical institution of the African Union that supports Member States in their efforts to strengthen their health systems. Africa CDC was officially launched in January 2017, and is guided by the principles of leadership, credibility, ownership, delegated authority, timely dissemination of information, transparency, accountability, and value addition. The institution works with all African countries to strengthen the capabilities of their public health institutions for disease surveillance, emergency response, prevention and control, including the capacity to detect and respond quickly and effectively to disease threats. It also serves as a platform for Member States to share and exchange knowledge and lessons from public health interventions.

As the lead institution on the continent in the fight against COVID-19, Africa CDC had anticipated that COVID-19 outbreak would inevitably impact Africa and has been working actively with African Union Member States and partners on preparedness and response to the disease in the continent.

As part of the efforts to strengthen Africa's response and preparedness in combating the COVID-19 pandemic, the African Union Commission through the Africa Centres for Disease Control and Prevention (Africa CDC) would like to request partners and concerned institutions around the globe to support its activities through the provision of the below identified staff:

(A) SCIENCE TEAM:

1. Chief Science Officer:

- Provide scientific guidance on strategic and operating decisions,
- Setting strategy, and performance goals.
- Provide medical/scientific advice and assistance in the development and implementation of procedures, methods and strategies for partnering with
- Oversee the implementation of, and provides guidance for, cross-cutting operational, translational, and capacity-development research that is linked to outcomes and outputs.
- Provide expert medical, technical, and scientific advice to the professional and technical staff of the agency in the planning, conduct, implementation, analysis, and publication of applied scientific projects, including those measuring population

impact, improving population impact, best practices, and program evaluation of public health programs

- Set up protocols for and personally handle regulatory documents and inspections.

2. Data Manager/Statistician

- Identify valuable data sources and automate collection processes
- Undertake preprocessing of structured and unstructured data
- Analyze large amounts of information to discover trends and patterns
- Build predictive models and machine-learning algorithms
- Combine models through ensemble modeling
- Present information using data visualization techniques
- Propose solutions and strategies to business challenges
- Collaborate with engineering and product development team

3. Planning, reporting and monitoring advisor

- Participate actively in project planning, monitoring and reporting,
- Facilitate knowledge building and knowledge sharing
- Establish appropriate monitoring system
- Establish standardized reporting mechanism, and ensure effective & timely reporting
- Contribute substantially to the proposal development process

(B) SUPPLY CHAIN MANAGEMENT TEAM

1. Supply Chain Management Officer/Advisor

- Support COVID-19 related supply chain planning, monitoring, reporting and record keeping in accordance with all relevant AU policies and guidelines
- Participate in the development of an emergency supply and logistic strategy
- Support the strengthening of operational capacity to handle supply chains
- Support the development of COVID-19 related procurement plans and supply chain management reports
- Ensure proper logistic budget management
- Liaise with key stakeholders as required
- Prepare standard bidding documents as required
- Develop inventory spread sheet for supply chain status update
- Prepare regular procurement reports
- Additional assignments can be given by the respective supervisor as related to the Africa CDC response to the COVID-19 outbreak

2. Logistician

- Oversee activities that include purchasing, transportation, inventory, and warehousing
- Operate software programs tailored specifically to manage logistical functions, such as procurement, inventory management, and other supply chain planning and management systems.

(C) GRANTS & FUNDS MANAGEMENT

1. Partnership / Resource mobilization Advisor

- Drafts agreements and/or contractual documents required for the signature and implementation of new projects
- In coordination with the Communications and Reporting personnel, gather content for communications and outreach materials
- Contribute to the dissemination and sharing of best practices and lessons learned for planning and knowledge building within project and partnership development within the organization.
- Provide regular feedback on existing systems, tools and resources to ensure its relevance to day-to-day operations.
- Contribute to the identification, design, formulation and negotiation of new projects and programs and draft concept notes and project briefs for discussion with partners as dedicated by the executive secretary/head of the secretariat.

2. Grant Management Officer/Advisor

- Support the overall management of COVID-19 related grants in accordance with all relevant AU and donor policies and guidelines
- Review new granting mechanisms and develop detailed plans and agreements
- Monitor grants for financial and program compliance with donor requirements
- Oversee the overall financial functions of COVID-19 related grants per the signed grant agreements
- Develop tracking sheets and status update for key COVID-19 related grant portfolios
- Design filing system for priority funding areas
- Support the preparation and timely submission of grant monitoring and evaluation reports
- Coordinate grant performance reviews by Africa CDC leadership
- Additional assignments can be given by the respective supervisor as related to the Africa CDC response to the COVID-19 outbreak

3. Finance advisor

- Oversees the preparation of key financial reconciliations, journal entries and implementing appropriate policies, systems, procedures and practices to ensure the integrity of the general ledger.
- Undertake complex research activities and prepare submissions, reports and briefing materials for management on financial policy and management issues.
- Prepare information for the Auditors in consultation with the director of finance and executive secretary.

(D) SUBJECT MATTER EXPERTS

4. Corporate Partnerships and Communication Advisor

- Work with stakeholders across on corporate partners to create and deliver creative communications strategies to promote Africa CDC/AU and its work through the promotion of major partnerships.
- Advise the Major Partnerships Unit to effectively position Africa CDC/AU as a partner of choice.

- Coordinate across the functions of the communications unit to ensure partnership communications are integrated across digital media, traditional media, events and other brand activities for key campaigns moments.

1. Legal advisor;

- Conducting legal analysis and researching legal matters.
- Providing advice on legal matters.
- Drafting legal opinions, memoranda, and briefing documents.
- Reviewing legal material.
- Formulating formalities regarding settlements of disputes.
- Monitoring the implementation of the legal clauses

2. Critical Care Specialist

- Provide guidance on development of critical care policies and guidelines
- Coordinate training programs to build and strengthen capacity in critical care
- Play an advisory role to critical care stakeholders and organizations
- Conduct regular assessment of critical care needs among member states
- Develop strategies to improve critical care in member states
- Monitors and evaluates implementation of critical care strategies in member states
- Provides expert advice to clinicians and managers on critical care

3. Infectious Disease Expert

- Ensure timely implementation of policies in order to facilitate the effective delivery of systems and strategies to prevent infectious diseases
- Compiles and analyses accurately data on infectious diseases in order to disseminate information at all levels of the African Union
- Provide technical support and advisory services in order to ensure effective implementation of programs on infectious disease
- Monitor and evaluate effectively the prevention and control strategies of infectious diseases in member states
- Coordinates and undertakes training programs in infectious diseases in order to build and strengthen capacity in member states
- Monitors and provide guidance on ethically and scientifically sound research on infectious diseases in member states

4. Infection Prevention and Control Expert

- Act as an expert and clinical lead for infection prevention and control, providing expert advice to clinicians, managers and other staff to manage infectious outbreaks and other public health events
- Review, develop and implement strategies and policies for infection prevention and control
- Provide infection control and prevention input in the procurement of specialist equipment and consumables
- Provide guidance to case management teams on decontamination regimes for patients in care and for patients discharged
- Monitor incidence of health workers associated infections (HAI), management of outbreaks, investigation of hazardous practice, complaints and serious Incidents relating to infection control
- Lead on the interpretation of WHO policy relating to infection prevention and control, which will be adapted to local level and monitor the implementation of these policies

- Participate in the planning for Emergency and Major Incidents in member states
- Monitors and Evaluates the implementation of infection prevention and control strategies

5. Lead Epi-Analyst

- Apply knowledge of regional epidemiological and disease patterns to collect and analyze event based surveillance data
- Utilizing standard operating procedures for scanning, analysis, source verification, and reporting activities for public health events.
- Manage event-based surveillance and other public health data and information, including the maintenance of a tracking database tool to log potential leads and follow-up activities.
- Develop and disseminate weekly bulletins to Africa CDC leadership, the African Union Commission, and Ministries of Health that summarize the most recent disease signals detected through media and informal channels, using event-based surveillance, other public health data and information.
- Establish and maintain a network of contacts within international, country-level, local public health organizations, and others to assist with additional information gathering, to confirm or eliminate potential leads, and to engage in other event-based surveillance activities.
- Maintain up-to-date knowledge on even-based surveillance tools and practices, including use of Internet-based search tools and establishing event characterization and reporting systems.

6. Two Admin Assistants

- Be the focal point to receive and send all the incoming and outgoing information to/from the Secretariat respectively
- Establish and maintain the internal information system of the Secretariat
- Organise meetings, workshops, seminars and general project events;
- Develop and maintain filing system of the Secretariat;
- Coordinate with relevant stakeholders in activities disseminating Fund implementation progress and achievements
- Carry out other tasks assigned by the head of secretariat.

For more information:

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