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**External Publication of Job Posting**

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**Job Posting Title**

Deputy Director – Africa CDC

**Start Date**

21.07.2017

**End Date**

22.08.2017

**Reference Code**

SA201707213

**Job Title**

Deputy Director – Africa CDC

**Organization**

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 Centre 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 programs.

Towards meeting its' mission, the Africa CDC will work with African Union member States, WHO, and partners in the five geographic sub-regions of Africa to strengthen their capacity in five strategic priority areas: (1) public health surveillance and disease intelligence; (2) public health emergency preparedness and response; (3) public health laboratory systems and networks; (4) public health information and technology systems; and (5) public health research and public health institutes. The guiding principles of the Africa CDC include Leadership, Management, Finance, Workforce, Partnership and Innovation.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and expertise. The Commission of the African Union invites applicants who are national and citizens of Member States for a position of Deputy Director for the Africa CDC.

## ***Department***

Title: Deputy Director  
Grade: P6  
Department: Africa CDC  
Supervisor: Director of Africa CDC  
Duty Station: Addis Ababa, Ethiopia  
Number of Positions: 1

## ***Project***

To participate in developing agency strategic plans, program policy and objectives, short and long-term goals, program strategies, and operating policies. Advises the Director, other Secretariat members, membership of the Governing and other Advisory Boards, key Member State officials, and other governmental and non-governmental agencies and departments about policy and programmatic directions of agency activities and programs. Participates fully in the leadership and overall direction for the agency. In the absence of the Director, the Deputy Director will have the authority for the direction and operation of the agency in making decisions and commitments. Serves as a second level supervisor and manager with joint authority over the substantive programs, missions, and functions of the agency.

## ***Tasks***

- Participate with the Director and fully share the responsibility for planning, evaluating and managing the programs of the agency.
- Participate with the Director in promoting an accountable, ethical, informed and transparent organizational culture and way of doing business.
- Develop long-term multi-year strategic goals and objectives that integrate organization and program issues and public health objectives.
- Ensure accountability for and adherence to internal controls and external regulations, laws and policies applicable to agency programs and activities and requirements of key stakeholders and donors.
- Ensures delivery of comprehensive and timely accountability reporting to the Director for informing the agency Governing Board and key stakeholders as appropriate.
- Lead, coordinate and ensure regular evaluation of agency programs and research activities in collaboration with the Secretariat leadership. Identify need for change in organization priorities and takes action to implement such changes. Communicate related outcomes, changes and action plans to internal and external audiences as effectively as possible.
- Establish, revise, or review policies, procedures, mission objectives, and organization design for the agency as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and/or customer requirements.
- Represent the agency on behalf of the Director in all internal and external activities, including at all meetings, conferences or similar venues where the agency seeks to be recognized to advance its mission and strategic goals.
- Establish, develop, and maintain effective working relationships with other members of the Governing and other Advisory Boards, other agency leaders, key stakeholders and other public health partners.
- Ensures appropriate, effective and timely resolution of issues and problems regarding agency activities and programs raised to the Secretariat by Member States and other constituents.
- Lead, coach, develop, and retain a high performing team; empower, energize, and develop overall staff capacity.
- Performs other related duties as may be assigned.

## **Requirements**

### **1. Educational Qualifications & Work Experience Required**

University Master's Degree in Public health or related fields such as epidemiology & health-services research with 12 years of practical experience in implementing/coordinating public health epidemiology & surveillance or other public health program, health sciences & outcomes research in any setting, including a governmental agency, academic institution, research organization or a life-sciences company of which 7 years at managerial level experience and demonstrated success program management and/or operations of a mid- to large organization in the public health domain, managing relationships with key stakeholders, donor organizations, program & technical partners.

A Doctoral degree in relevant field is an added advantage.

OR

University Bachelor Degree in Public health or related fields such as epidemiology & health-services research with 15 years of practical experience in implementing/coordinating public health epidemiology & surveillance or other public health program, health sciences & outcomes research in any setting, including a governmental agency, academic institution, research organization or a life-sciences company of which 5 years at managerial level experience and demonstrated success program management and/or operations of a mid- to large organization in the public health domain, managing relationships with key stakeholders, donor organizations, program & technical partners.

### **2. Required Skills and Competencies**

- Ability to bring about strategic change, both within and outside the organization, to meet organizational goals.
- Ability to lead people toward meeting the organization's vision, mission, and goals and provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- Ability to command a strong leadership presence at the executive level, with a proven ability to problem solve, communicate complex issues orally and in writing, and to work cooperatively and diplomatically with diverse stakeholders and governing boards.
- Works effectively with considerable autonomy under pressure to deliver high quality results in a timely manner; ability to relate to people at all levels of an organization with excellent communication, listening, and judgment skills;
- Demonstrated ability in computer skills
- Processing capabilities, proficiency with e-mail and internet applications, experience in using programs such as MS Word, Excel;
- Good communication skills, 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;
- Analytic, narrative, financial reporting skills.
- Leadership and management skills
- Analytical and problem solving skills
- Highly developed diplomatic, representational and interpersonal skills
- Delegation skills
- Team management and supervisory skills.
- Ability to operate in a multicultural environment
- High level of autonomy at work, yet with profound team-spirit
- Adaptive, Patient, resilient and flexible
- Pro-active and solutions oriented

### **3. Language Requirement:**

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

4. Tenure of Appointment:

The appointment will be made on a short term contract for a period of 1 (one) year, of which the first three (3) months will be considered as a probationary period. renewable, subject to satisfactory performance, deliverables and availability of funds.

5. Equal Opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

6. Remuneration:

The indicative annual salary attached to the position is a lump sum of US\$126,897.14 (P6 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 115,291.89 inclusive of all allowances for locally recruited staff.

How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than \_\_22nd August 2017

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resources Management  
African Union Commission  
Addis Ababa (Ethiopia)

**Contract Type**

Short Term

**Employment Fraction**

Full-time

**Branch**

Headquarters