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**External Publication of Job Posting**

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**Job Posting Title**

Coordinator, Regional Collaborating Centre

**Start Date**

28.07.2017

**End Date**

29.08.2017

**Reference Code**

201707283

**Job Title**

Coordinator, Regional Collaborating Centre

**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 Coordinator of Regional Collaborating Centres for the Africa CDC.

## **Department**

Title:	Coordinator, Regional Collaborating Centre
Grade:	P5
Department:	Africa CDC
Supervisor:	Director - Africa CDC
Duty Station:	Addis Ababa, Ethiopia
Number of Positions:	5 (North, East, West, Central and Southern Africa)

## **Project**

To provide leadership, direction and coordination for advancing African CDC strategic priorities and initiatives by working through regional implementing partners. These programs and activities are designed to improve the health of the people of Africa through prevention of infections, surveillance and response to emergencies (including outbreaks, man-made and natural disasters, and public health events of regional and international concern) and building capacity to reduce disease burden in the continent. In leading a Regional Collaborating Centre of the Africa CDC, the Coordinator oversees, coordinates and ensures implementation of region-wide public health technical assistance for surveillance and epidemiologic activities, workforce development, strengthening of information systems, laboratory networks, and other related health systems strengthening activities. The Coordinator supervises and has line authority over other leadership posts within the RCCs Secretariats and other professional support staff as appropriate.

## **Tasks**

- Lead, plan, coordinate and manage all RCC activities;
- Ensure the vision, mission and guiding values of the Africa CDC are developed, communicated, and implemented internally within the RCC, and communicated to implementing partners as appropriate.
- Promote an accountable, ethical, informed and transparent organizational culture and way of doing business within the assigned region;
- Supports development of Centre strategic goals and objectives through effective coordination of RCC staff and implementing partners in developing region-specific inputs.
- Accountable for planning, developing, and implementing applicable Centre and RCC specific policy and programme objectives, developing operating plans, and evaluating progress.
- Ensure coordination of Africa CDC activities in collaboration with NPHIs, multi-lateral public health agencies, national and regional governments and other public health partners.
- Represents the Director, Africa CDC, in all internal and external activities in the assigned region as appropriate. Advocate on behalf of the Director to ensure that the positions and actions of the Centre are successfully presented to all interested parties. Represent the Centre at all regional meetings, conferences or similar venues where the Centre seeks to be recognized to advance its mission and strategic goals;
- Provides direction and leadership for RCC-based coordination and implementation of Africa CDC strategic priorities, policies, guidance and tools within the RCC and NPHI context.
- Provides expert advice and consultation to the RCC Member States, NPHI leadership, key stakeholders and partners regarding implementation of Africa CDC initiatives and programs, e.g., emergency preparedness and response, disease monitoring and surveillance, strengthening of laboratory and training networks health information systems and other activities within the assigned region;
- Develops and maintains relationships with other Centre and RCC Unit Heads, Centre Secretariat staff, and among key stakeholders from a variety of national and international public health, medical and environmental organizations, other government agencies, academic institutions, and with other key partner organizations as appropriate within the assigned region or at the behest of the Director, African CDC;
- Ensure the RCC has an annual work-plan in place, along with the financial resources necessary to achieve its core purposes, outcome-oriented goals, and objectives. Presents annual RCC resource requirements to the Director, or at the request of the Director, to the Centre Governing Board or African Union Commission entities, in keeping with established processes and timelines;

- On behalf of the Director, African CDC, promote and foster an employment culture at the assigned RCC that attracts and retains highly qualified staff and ensure the appropriate mentoring and continuing education for staff's professional growth and success.
- Supports the Centre in efforts to identify and secure donor and technical assistance support for programs and initiatives at both Centre and RCC levels as appropriate.

### **Requirements**

#### 1. Educational Qualifications and Work Experience:

- University Master's Degree in public health or a related discipline such as but not limited to public health, epidemiology and health-services research with 12 years of practical experience in implementing/ coordinating public health epidemiology and surveillance or other public health program and/or health sciences and 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 in public health program and/or public health services research - in either or both laboratory and programmatic contexts with wide powers to lead and manage national, regional or global public health programs.

A Ph.D. in relevant field is an added advantage.

OR

- University Bachelor Degree in public health or a related discipline such as but not limited to public health, epidemiology and health-services research with 15 years of practical experience in implementing/ coordinating public health epidemiology and surveillance or other public health program and/or health sciences and 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 in public health program and/or public health services research - in either or both laboratory and programmatic contexts with wide powers to lead and manage national, regional or global public health programs.

#### 2. Required Skills and Competencies:

- Mastery of the theories, concepts, principles, practices, methods and techniques of public health program administration and other aspects of the field of public health;
- Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex public health management processes and systems;
- Skills and abilities 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;
- Strong leadership skills and 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.
- Mastery of technical expertise and experience in the management of complex, public health programs;
- Comprehensive knowledge and expert skill in application of planning, budgeting, assessment, and evaluation techniques.
- Expertise in planning, organizing, and leading teams of scientific and technical experts, senior program representatives, and extramural consultants in complex projects including programmatic analyses;
- Highest level of interpersonal and communication skills (oral and written), tact, and sensitivity in the performance of duties
- Outstanding representational skills and experience to interact effectively with senior-level officials within the organization in other key stakeholders in both public and private-sector organizations.
- Excellent negotiation skills

- Comprehensive knowledge of strategic planning, assessment and evaluation processes;
- Record of high-quality, peer-reviewed epidemiology and/or outcomes research publications is required;
- Demonstrated ability with regard to computer skills, including office administration and statistical software applications and online digital information systems.
- Ability to manage complex operations and teams; ability to apply effective leadership and interpersonal skills through use of strategic thinking, team and project leadership, decision-making skills and personnel development – including proven skills in supervision, team building, and motivating and developing people.
- Highly developed diplomatic, representational and interpersonal skills
- Analytical and problem solving skills
- Ability to effectively communicate both orally and by writing, program goals, and objectives, including scientific justification of research and programs and specific requirements.
- Strong attention to details and accuracy
- Delegation 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\$110,107.14 (P5 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 98,501.89 inclusive of all allowances for locally recruited staff.

#### How to Apply

All applications must reach the African Union Commission not later than 29th August 2017 through the AU Commission's website <http://www.aucareers.org>.

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