



External Publication of Job Posting

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Job Posting Title

LOGISTICS OFFICER – AFRICA CDC

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09.07.2018

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12.08.2018

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CDC 15 /03

Job Title

LOGISTICS OFFICER – 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 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.

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 Logistics Officer for the Africa CDC.

Least Representative Countries:

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea-Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

Department

1. Post: (1)

Job title: Logistics Officer

Grade: P2

Department: Africa CDC

Supervisor: Head of Division - Management and Administration, Africa CDC

Duty Station: Addis Ababa, Ethiopia

Positions: 1

Project

2. Job Purpose

The Logistics Officer of the Africa CDC, reports to the Head of Division - Management and Administration and provides a variety of logistics support to the Divisions, Regional Collaborating Centres and other partners as appropriate. Work involves logistics support as needed to advance agency strategic objectives, particularly in support of response actions to public health emergencies. Factors in terms of the Africa CDC social and environmental will be relevant – including demographic, hardship, travel and other local conditions.

Tasks

Major Duties and Responsibilities

The Logistics Officer, Africa CDC shall:

- a) Assess, plans, and organizes all logistical requirements of Africa CDC activities, programmes, with special emphasis on those related to emergency preparedness and response.
- b) Supports development of the Africa CDC procurement programme plan and determines appropriate specifications of required items and services for the Division in accordance to established guidelines.
- c) Ensures logistical support to ensure pre-positioning and/or delivery of equipment, including communications and information technology requirements, supplies and other materials to Africa CDC facilities and/or AU supported depots and warehouses; ensure proper inventory control and reporting; transportation arrangements, including customs clearance and delivery to site, and other logistics support requirements as necessary and appropriate.
- d) With the guidance of Africa CDC Senior Procurement Officer, ensure administration of agency logistical requirements to function efficiently by:
 - i. Handling daily equipment's and logistical related issues of the Division;
 - ii. Ensuring appropriate transport services for the operational members of the Division;
 - iii. Planning and designing logistics, storage and distribution and providing information.
- e) Maintenance, control and life cycle replacement of all equipment issued for public health emergency response purposes.
- f) Timely requisition, collection and issuance of office equipment and other items for the staff.
- g) Ensuring the provision of repairs and maintenance of all equipment in the agency in cooperation with the technicians in the Commission.
- h) Prepare reports on activities.
- i) Design and supervise the logistical architecture of the agency during public health emergency response actions, and when the agency hosts large-scale events and meetings, summits and conferences.
- j) Advise the Head, Division of Management and Administration on maintaining efficient Logistical

Concepts to operations.

- k) Under the direction of the designated Africa CDC Incident Commander, and in working closely with AU Procurement, Travel and Stores Division, supports the delivery of end-to-end procurement services in support of Africa CDC Emergency Response activities in accordance with the AU Guidelines for Emergency Procurement: Procuring Goods and Services in Emergency Situations.
- l) Perform any other functions as assigned.

Requirements

3. Qualification and Work Experience Required :

University Bachelor Degree in Supply Chain Management/ Materials Management/ Business Administration from a recognized institution. Specialized training in security and safety equipment will be preferable and university degree (BA/BSc) in Economics, Management and advanced logistics training at Military academy/ college/school polytechnic colleges will add value with 3-4 years of experience in progressive professional experience in logistics and logistical support in a major Government, International Organization, Public or Private Sector Organization

OR

University Diploma in Supply Chain Management/ Materials Management/ Business Administration from a recognized institution. Specialized training in security and safety equipment will be preferable and university degree (BA/BSc) in Economics, Management and advanced logistics training at Military academy/college/school polytechnic colleges will add value with 5 years of experience at a specialist level progressive professional experience in logistics and logistical support in a major Government, International Organization, Public or Private Sector Organization.

4. Required Professional Work Experience

- a) Familiarity in modern security and safety equipment's such as metal and chemical detectors, biometric systems, CCTV systems (specifications, calibrations and operational procedures) is an advantage.

5. Required Skills and Competences

A. Functional Skills

Excellent materials management skills and must be able to work with minimum supervision.

Demonstrable experience in routine and emergency procurement processing and reporting, shipping and receiving, and inventory control in medium to large organizations.

Excellent experience, interpersonal skills and ability to organize and motivate others to work in a multi culture environment.

Good planning, organizational and time management 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.

Good narrative reporting skills.

Computer literacy and demonstrable skills application, particularly on Microsoft Office Applications and familiarity with electronic data processing systems and ERP such as SAP.

B. Personal Abilities

Ability to deliver under tight deadlines and works well under pressure.

Analytical and problem solving skills.

Proven ability to plan, delegate and direct subordinates.

Interpersonal skills.

Able 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.

6. Language Requirement:

Applicants must be proficient in at least two of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

7. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

8. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified candidates, including women, are strongly encouraged to apply.

9. Remuneration:

Indicative basic salary of US\$ 31,073 (P2 Step1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 22,932.00 (per annum), education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), etc. for internationally recruited staff of the Commission.

How to Apply

All applications must reach the African Union Commission not later than 12th August 2018. 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

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters