



External Publication of Job Posting

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Job Posting Title

PRINCIPAL OPERATIONS OFFICER

Start Date

17.10.2019

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18.11.2019

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30005584 - 04

Job Title

PRINCIPAL OPERATIONS OFFICER

Organization

1. Background:

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 citizens of Member States to apply for the position of Principal Operations Officer.

Department

2. Post

Job title: Principal Operations Officer
Grade: P4
Department: Africa CDC
Supervisor: Head of Division - Management and Administration, Africa CDC
Duty Station: Addis Ababa, Ethiopia
Number of Post: 1

Project

3. Job Purpose:

The Principal Operations Officer reports directly to the Head, Division of Management and Administration and provides advice and guidance to senior agency management on operational policies, procedures and systems applications supporting critical and routine programme operations in the Division. The Principal Operations Officer is responsible for ensuring implementation of high quality business operations supporting agency Divisions and Regional Coordinating Centres (RCC's) by coordinating the daily work of staff with the Division of Management and Administration and ensuring compliance agency with AU rules and regulations as appropriate. The incumbent monitors processing of business services by the AU service divisions and resolves issues affecting quality and timeliness.

Tasks

4. Major Duties and Responsibilities

The Principal Operations Officer shall:

- a) Advise and guide agency management on operational policies, procedures and systems supporting critical and routine programme operations;
- b) Facilitate delivery of programme management support, including financial management, human resources management, procurement, grants and contracts administration, information technology networks and equipment, travel, facilities management and other functions executed at both headquarters and Regional Collaborating Centres.
- c) Work with staff to ensure overall agency compliance to AU rules and regulations, including established documentation and procedures for transacting administrative support functions processed by AU service divisions;
- d) Facilitate and support the Division of Management and Administration efforts to ensure overall institutional accountability functions - including those necessary for auditing, budgeting, financial analysis, procurement, capital assets and property management and payroll and other operational systems and procedures - are implemented and monitored in accordance with AU and Africa CDC internal controls;
- e) Serve as the principal manager of agency budgets for Divisions and RCC's. Develop and manage budget frameworks and coordinate implementation and execution of these tools across Divisions and RCCs keeping senior management informed as appropriate;
- f) Serve as agency point of contact with AU service divisions to resolve issues and problems preventing end-to-end service provision;
- g) Oversee staff providing a full range of administrative services support;
- h) Under the direction of the designated Africa CDC Incident Commander, provide administrative and management services delivery in support of Africa CDC Emergency Response activities as appropriate and assigned;
- i) Performs other duties as assigned.

Requirements

5. Qualification and Work Experience Required:

A University Master's degree in public health, business administration, Human Resources, public administration

or any other related discipline with must have at least 7 years of continuous and combined experience at specialist/expertise level.

Or

A University Bachelor's Degree in public health, business administration, Human Resources public administration or any other related discipline, must have at least 12 years of experience, of which seven at a specialist/expertise level with 5 years of experience at a specialist level.

- This experience relates to work implementing/coordinating public health programmes and/or other public or private sector programmes within a governmental agency, multi-lateral agency, academic institution, research organization or a private company. This experience may include coordination of management and operations portfolios and other executive level support.

Further experience requirements are as follows:

- a) A minimum of 7 years practical experience in the coordination of business services of large public health programmes is preferred;
- b) Clear understanding of African health systems and fair knowledge of operations of the Ministry of health in Member States;
- c) Deep understanding of the African Union way of working and managing associated relationships with Member State entities and partners;
- d) 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;
- e) Demonstrable experience in drafting budgets and programme reporting documentation for executive level consumption;
- f) Demonstrable experience in supervising and leading teams and individuals, and delegating tasks and authority;
- g) Knowledge of public health issues in Africa and at least 7 years previous experience working and in Africa.

6. Required Knowledge and Understanding

- Knowledge and understanding of the principals and practices of translating public health science and technical information and practice into the development of sound public health service delivery and research programmes.
- Knowledge and understanding of management and operational policies, procedures and systems supporting critical and routine programme operations in a public health or other public sector context.
- Knowledge and understanding of programme management support systems and processes, including financial management, human resources management, procurement, grants and contracts administration, information technology networks and equipment, travel, facilities management and other functions.
- Understanding of the African Union way of working and managing associated relationships with Member State entities and partners.

7. Functional Skills and Abilities

- Leadership and management skills.
- Demonstrated project planning and management skills for organizing, planning and executing projects from conception through implementation;
- Excellent administrative skills and ability to work with minimum supervision;
- Excellent diplomatic, representational, inter-personal and communication skills, and ability to interact with stakeholders and decision-makers in technical and other professional settings;
- Ability to translate highly technical information into presentations, briefings and reports and funding proposals for both technical and lay audiences;
- Resourcefulness and skills at collecting, analyzing and using data to recommend, make and communicate decisions of a technical nature for both technical and lay audiences;
- Excellent narrative and financial reporting skills;
- 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, Power Point and Word.
- Ability to be adaptive, patient, resourceful, resilient and flexible.

7. Language Requirement:

Proficiency in at least one of the African Union working languages (English, French, Arabic, Portuguese); knowledge of other working languages would be an added advantage.

8. Tenure of Appointment:

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

9. Gender Mainstreaming:

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

10. Least Representative Countries :

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

11. Remuneration:

Indicative basic salary of US\$ 42,879.00 (P4 Step 1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary, Housing allowance \$ 26,208.00 per annum and 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), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

How to apply

Applications must be made through the AUC E-recruitment Website

<http://www.aucareers.org> no later than 18 November 2019.

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not More than 5 Documents in PDF Format, and not exceeding 1 MB).
4. Please be aware that only complete applications will be considered.
5. Please note that only shortlisted candidates will be contacted

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 Resource Management
African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters