



Africa CDC Saving Lives and Livelihoods

VACANCY ANNOUNCEMENT

Senior Communications Officer Saving Lives and Livelihoods Programme

June 2022

in partnership with



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1. Background Information

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.

Africa CDC has been at the forefront of the continent's fight against the pandemic. The agency has set a goal to vaccinate 60 percent the continent's population before the end of 2024. To achieve this ambitious and critical goal, the Africa CDC and the Mastercard Foundation are launching "Saving Lives and Livelihoods," "partnership for COVID-19 Vaccination in Africa." The planned Saving Lives and Livelihoods partnership is a unique initiative due to its scope and scale, the critical topics it focuses on, as well as the way it will be governed.

2. Post

Job title: Senior Communication Officer – Saving Lives and Livelihoods Programme

Grade: AUP3 Step 1

Supervisor: Programme Manager – Saving Lives and Livelihoods

Duty Station: HQ - Addis Ababa, Ethiopia

Application Deadline: 10th July 2022

3. Job Description Summary

The Senior Communications Officer's primary responsibility will be executing media product development for the vaccine roll-out programme. This will involve content development for internal and external communication, including website content, communiqués and press releases, promotional materials, social media content, risk communications, graphic layout of agency publications, and other media products.

4. Major Duties and Responsibilities

The Senior Communication Officer shall:

- Develop communication procedures, prepare, and operate Africa CDC's website;
- Lead organization effort in public relations, social media, risk communications, and facilitate and disseminate scientific information and products;
- Develop talking points, briefings, presentations, speeches, social media content and other communication products that will be used by the Programme Manager;
- Protect the reputation of Africa CDC by identifying potentially damaging, sensitive issues or reports and develop a mitigation plan to handle or avert any communication risk;
- Keep up to date with best practice and trends in vaccination communication and apply to the work moving forward;
- Provide technical advisory to implementing partners and regional teams;
- Track rapid response related to operational KPIs and compile and distribute progress report;
- Represent Africa CDC in a professional manner, which creates a positive image and enhances the credibility of the organization; and
- Perform any other duties as requested by the Programme Manager.

5. Qualification and work experience required

Master's Degree in Mass Communications, Journalism, Public Relations and Advertising or related fields. Preferred candidates will have at least 7 years of work experience of which 3 years are at supervisory role.

Or

Bachelor's Degree in Mass Communications, Journalism, Public Relations and Advertising or related fields. Preferred candidates will have at least 10 years of work experience of which 3 years are at supervisory role.

6. Required skills and Competencies

a. Functional skills

- Excellent diplomatic, representational, interpersonal and communication skills, including experience with successfully interacting with stakeholders and decision-makers in technical and other professional settings
- Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the development and administration of domestic and international health communication programmes
- Strong command of document and graphic presentation and media software systems and tools
- Possesses excellent organization and project management skills and composure
- Excellent verbal and written skills and experience in executing various writing styles and voices, including journalistic and executive writing
- Excellent computer skills, including word-processing capabilities, proficiency with e-mail and internet applications as well as experience in using office software applications such as MS Excel, Power Point and Word

b. Personal Abilities

- Leadership and management abilities
- Pro-active and solutions oriented
- Analytical and problem-solving abilities
- Ability to build strong relationships internally and with external actors
- High level of autonomy at work with a profound team spirit
- Ability to work under pressure, with minimal supervision
- Ability to work and thrive in a culturally diverse team
- Adaptive, patient, resourceful, resilient, and flexible

7. Language Requirement

Applicants must be proficient in at least one of the African Union working languages (English, French, Arabic, Spanish, or Portuguese). Knowledge of two or more of African Union working languages would be an added advantage.

8. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of three years. The first three months will be considered a probationary period, thereafter, the contract will be renewed annually subject to satisfactory performance and fund availability.

9. Gender Mainstreaming

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

10. Remuneration

Indicative basic salary of US\$37,453 (AUP3Step 1) per annum plus other related entitlements e.g. Post adjustment of US\$17,228.38 (46% of basic salary per annum), Housing allowance of US\$22,932 per annum, Thus a total of US\$77,613.38 per annum plus Gratuity of 15% of Gross salary per annum.

11. How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-062022-AFENET or Pat-Jones-CoverLetter-062022-AFENET.



Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at afenet-senior-communications-officer@oxfordhr.co.ke in the first instance.

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