Background:
The African Field Epidemiology Network (AFENET) is a not for profit, networking alliance and service organization that brings together field epidemiology training programs across Africa working side by side with Ministries of Health, regional and international partners. AFENET works to strengthen epidemiology and disease surveillance capabilities of African countries that are critical to meeting the requirements of the Integrated Disease Surveillance and Response (IDSR) strategy and the International Health Regulations (IHR). AFENET is seeking to recruit highly qualified & experienced persons to serve in the indicated positions below.

1. Head of Communication

Job Purpose: Responsible for developing and implementing the organization’s communications strategy, frameworks and programs aimed at ensuring effective management of the public and external stakeholders and to keep them informed of organization’s developments.

Key responsibilities:
• Drive Organization strategy and message development, pitch and announcement strategies.
• Develop branding initiatives, internal communications and external media relations.
• Determine communications strategy and execute programs to deliver communications objectives throughout the organization.
• Develop, implement, and evaluate the annual communications plan across the network.
• Manage the organizations’ brand and reputation.
• Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, and website.
• Create and launch press releases and marketing campaigns.
• Design and drive corporate strategy and message development.
• Manage internal communications and external media relations.
• Develop communication strategies for delivery of corporate culture and business strategy.
• Train AFENET staff in effective communication with the public or with employees.
• Direct activities of external agencies, establishments, and departments that develop and implement communication strategies and information programs.
• Prepare the organizations’ top management, representatives for media interviews and
• Create rich and creative content across the AFENET communication channels.

Required qualifications, experience and skills:
• Bachelor’s Degree in Mass Communication, International Relations, Public Relations or related area.
• Master’s degree in Mass Communication, International Relations, Public Relations, or related area is desired advantage.
• Membership of a professional body.

• At least eight (8) years’ experience in Corporate Communications, four of which in a managerial position in a similar corporate environment.
• Have a strong record of Public and International relations skills.
• Events management skills.
• Excellent communication skills.
• Customer focus and strategic planning experience.
• High degree of personal initiative and innovation.

2. Business Development Officer

Job Purpose: To support AFENET’s efforts at growing and sustaining her funding and partner base.

Key responsibilities:
• Resource mobilization and partner engagement
  1. Participate in developing annual funding goals for AFENET, and efforts towards meeting them.
  2. Routinely partner searches for suitability to engage with AFENET.
  3. Manage communication with grant agencies during grant development, submission, review, and approval and coordinate any necessary pre-award functions, including maintaining active registration for AFENET in relevant databases.
• Project development
  1. Develop concept notes on areas of AFENET interest.
  2. Research, synthesize and share funding opportunity announcements of interest to AFENET.
  3. Lead the process of obtaining internal approval for grant pursuit, including setting up a writing team.
  4. Coordinate the proposal writing process, ensuring internal and donor timelines are met.
  5. Ensure proposal budgets and all submissions are compliant with donor requirements.
• Project management support
  1. Organize project initiation meetings, ensuring orientation of project teams on contractual obligations and other obligations for all new projects.
  2. Collaborate with others to ensure timely submission of partner-compliant reports.
  3. Track assigned AFENET Subcontractors, ensuring deliverables are met. Maintain an archive of all related documents.
  4. Keep track of assigned AFENET subcontracts, ensuring contractual obligations are met.

Required qualifications, experience and skills:
• High degree of personal initiative and innovation.
• Customer focus and strategic planning experience.
• Excellent interpersonal and ability to coordinate or manage diverse groups of stakeholders.
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Experience:
• At least 2 years of professional international work experience in project development, with a specific focus on partner engagement and proposal writing.

Required skills:
• Detail-oriented and conscientious with ability to take initiative and work independently under general guidance.
• Critical thinking.
• Ability to read, analyse and summarise large documents.
• Excellent scientific writing and communication skills.
• Ability to develop concept notes singly or in collaboration with others.
• Ability to interact in a proactive manner.
• Ability to work as a team member, and to maintain working relationship in a multicultural environment. Knowledge working with funders, (experience with Gavi or Global Fund an added benefit).
• Knowledge of the global health landscape (development partners, research entities, and implementation partners).
• Demonstrated ability to write donor progress reports, and prepare technical presentations.
• Excellent interpersonal and ability to coordinate or manage diverse groups of stakeholders.

Benefits: All positions carry competitive remuneration.

How to apply:
Interested candidates should submit their Application Letters detailing their experiences and skills, Curriculum Vitae, copies of relevant academic documents and 3 references to: The Human Resource Office, African Field Epidemiology Network (AFENET). Email: sec@afenet.net by Friday, December 12, 2019 close of business 5:30 pm (East Africa Time).