**Terms of references**

**Post:** Technical Officer**\_**Knowledge Management

Emergency Preparedness and Response (EPR)

**Number of posts:** 1 (One)

**Grade:** AU P2/5 equivalency

**Department:** Africa CDC Headquarters

**Supervisor:** Head of Division, Emergency Preparedness and Response

**Duty Station:** Addis Ababa, Ethiopia

**Position summary:**

The Africa Centres for Disease Control and Prevention (Africa CDC) is a specialized technical institution of the African Union that supports Member States in their efforts to strengthen their health systems. Africa CDC was officially launched in January 2017, and is guided by the principles of leadership, credibility, and ownership, and delegated authority, timely dissemination of information, transparency, accountability, and value addition. The institution works with all African countries to strengthen the capabilities of their public health institutions for disease surveillance, emergency response, prevention and control, including the capacity to detect and respond quickly and effectively to disease threats. It also serves as a platform for Member States to share and exchange knowledge and lessons from public health interventions. Effective public health interventions/actions require an adequately staffed, highly skilled, diverse and interdisciplinary workforce.

In seeking to achieve this objective and deliver on the mandate of the Africa CDC, the agency intends to strengthen its capacity by reinforcing its organizational structure and expertise. The Africa CDC, therefore, seeks to recruit a national and citizen of any Member State of the African Union to the position of Knowledge Management Officer within the Emergency Preparedness and Response Division.

Under direct supervision of the head of division, the Knowledge Management Officer will be responsible for carrying out a variety of technical and programs management support services in the area of risk assessment and risk ranking, researches, public health evaluations and early Warning systems.

**Major Duties and Responsibilities:**

The Technical Officer Knowledge Management, shall perform the following major duties and responsibilities:

* Collaborate with EPR work stream leads in the dissemination of baselines, monitoring and evaluation information and learning.
* Develop operational guidelines (SOPs/TORs) for conducting After Action Reviews/Intra-Action Review to assess and improve the emergency response in the African Continent.
* Conduct and coordinate After Action Reviews (AARs) activities post epidemics and Intra Action Review (IAR) during protracted public health emergencies.
* Coordinating operational research across work streams for process improvement.
* Develop operations research proposals and guidelines for implementation in collaboration with division work streams.
* Provide technical guidance to member states on scientific writing, big data collection and documentation.
* Facilitate dissemination of research results at regional and international conferences in collaboration with member states.
* Work closely with NPHIs and Research Division to compile Africa CDC EPR research priorities.
* Conduct regular event monitoring and risk assessment and emergency grading and provide technical recommendations.
* Provide technical guidance on risk assessment, risk ranking and event grading processes and activities to member states.
* Facilitate establishment of early warning systems and indicators for event detection in collaboration with Preparedness and Response work streams.
* Develop guidelines and SOPs on risk ranking and event grading in collaboration with Surveillance and Disease Intelligence.
* Archive and maintain database of public health events on the African continent.
* Support MS to conduct operational studies during disease outbreak and other PH Emergencies.
* Perform any other duties as may be assigned by Supervisor.

**Requirements:**

The Minimum academic requirements are:

* Master’s degree in Public Health or a related field from an accredited academic institution with at least 5 years of relevant professional experience in research, public health, emergency preparedness and response and global health security.

**Required Professional Work Experience**

* + A minimum of 5 years of experience in supporting implementation of public health programs related activities;
  + Experience working with an international organization is a valuable asset;
  + Previous experience working in Africa that reflects an in-depth knowledge of public health issues and public health workforce in general;
  + Demonstrable experience and knowledge of operations of the Africa CDC and Regional Collaborating Centres;
  + Understanding of the African Union’s way of working and managing associated relationships with Member States and partners is a valuable asset;
  + Experience with engaging and interacting with senior-level officials and other key stakeholders in both public and private-sector organizations;
  + Strong analytical capacities;
  + Demonstrated ability to work as part of a team and personal qualities of integrity and credibility;
  + Excellent verbal and written communication skills with exceptional attention to details.

**B. Personal Skills**

* + Ability to work under pressure, stay on track and meet deadlines;
  + Analytical and problem-solving abilities;
  + Proven ability to produce precise and intelligible reports and office briefs in line with the requirements of the African Union;
  + Able to operate in a multicultural environment;
  + High level of autonomy at work, yet with profound team-spirit;
  + Adaptive, patient, resourceful, resilient and flexible;
  + Pro-active and solutions oriented;
  + Knowledge of results-based management.

**Language requirement:**

Proficiency in one of the African Union working languages (Arabic, English, French, and Portuguese) is required. Knowledge of one or several other working languages would be an added advantage.

**Tenure of appointment:**

The appointment will be made on a fixed term contract for a period of two (2) year, of which the first three months will be considered as a probationary period. Thereafter, the contract will be renewed subject to satisfactory performance and fund availability.