



Senior Technical Officer – Institutional Partnerships, Africa CDC

Position:	Senior Technical Officer – Institutional Partnerships
Organisational Unit:	GIZ African Union, 1740
Place of Assignment:	Addis Ababa, Ethiopia
Initial Contract Period:	December 2024 – December 2027
Application Deadline:	27 October 2024

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development dedicated to shaping a future worth living around the world.

Since 2004, GIZ has been a reliable and trusted partner of the African Union (AU) to enhance inclusive growth and sustainable development on the African continent in line with the AU's Agenda 2063: The Africa We Want.

Africa Centres for Disease Control and Prevention (Africa CDC) is a specialized technical institution of the African Union established to support public health initiatives of Africa Union Member States and strengthen the capacity of their public health institutions to detect, prevent, control, and respond quickly and effectively to disease threats. Africa CDC supports AU MS in providing coordinated and integrated solutions to the inadequacies in their public health infrastructure, human resource capacity, disease surveillance, laboratory diagnostics, and preparedness and response to health emergencies and disasters.

The “Strengthening One Health Coordination in Africa: Support to Africa CDC” is a jointly co-financed Action of the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Agence française de Développement (AFD). The Action is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the Agence Française de Développement (AFD). The part of the Action implemented by GIZ is part of the BMZ commissioned projects “Strengthening Crisis and Pandemic Response in Africa in the African Union” and “Global Programme for Pandemic Resilience, One Health (GP PROH)”.

The Action is part of and contributes to the Team Europe Initiative with Africa on Sustainable Health Security using a One Health Approach (TEI HSOH) in the context of European Union and Team Europe and African Union engagements in health.

The Overall Objective of the Action is to strengthen health security in Africa through strengthening One Health surveillance and early warning surveillance of emerging threats from wildlife and livestock, and here specifically by strengthening Africa CDC's institutional and operational capacities for the coordination of emerging zoonotic disease surveillance, prevention, preparedness and response.



In fulfilment of its mandate as the continental autonomous health agency of the African Union, Africa CDC recognizes effective partnership and grant management as a key function of its newly established Partnerships and International Cooperation Division. To this end, GIZ seeks to support Africa CDC with the recruitment of a Senior Technical Officer – Institutional Partnerships to strengthen its institutional partnership and grants management capacities. Hence, GIZ invites applicants who are citizens of African Union Member States to apply for this position.

Core Tasks

In your role as the Senior Technical Officer – Institutional Partnerships, you will be responsible for supporting the Africa CDC Partnerships and International Cooperation Division in pre-award, award and post-award institutional grants management processes that cover both the grants and funding partners. This position is aimed at ensuring compliance with funding partners' requirements and Africa CDC policies, developing proposal for funding, reporting, undertaking project meetings, documenting project activities, assisting in grant and subgrant monitoring and modifications, as well as take part in the grant closure. The Officer will work closely with internal divisions, sub-grantees, funding partners and other stakeholders to optimize grant funding impact and foster positive relationship with funding partners and sub-grantees.

Where appropriate and reasonable, you will perform further tasks assigned to you by your line manager outside the scope of the job description.

This position is assigned to GIZ salary band 4 (AU P3).

Main Activities

- Lead the Institutional Partnership engagements of the Division, coordinating with the Grant Management team on a daily basis
- Support the preparation of sub-award agreement packages aligned with specific Africa CDC requirements, and facilitate sub-award review processes,
- Ensure the timely scheduling and carrying out of sub-award close-out activities in close coordination with Africa CDC internal relevant program staff per agreement's guidelines,
- Maintain accurate and up to date records for all sub-awards in line with Agreements and Africa CDC/African Union Finance policy requirements,
- Assist in developing modalities for working with implementing partners such as tailored grant applications,
- Support in grants administration and compliance such as managing submissions on Africa CDC's online opportunity management tracking system,
- Support Africa CDC Sub-Grants Opening Meetings to ensure sub-grants agreement terms and conditions are well understood by the sub-grantees
- Organize initial financial reporting trainings to the sub-grantees where necessary,
- Administer implementers, which includes managing all necessary systems, tools, and processes for effective and efficient management of funds



- Create and manage standardized templates related to information gathering donor reporting, and other purposes.
- Define and implement processes and tools for documenting payments and expenditures,
- Monitor budget expenditures, identify variances, and implement corrective actions as needed.
- Assist the Grants Management Lead in donor liaison and communication as requested,
- With the support of the Grants Management Lead, coordinate the development of quality proposals and narrative reports with relevant teams
- Facilitate timely and accurate submission of partner financial reports and fund requests in accordance with Agreements requirements,
- Identify potential risks associated with grant-funded projects and develop mitigation strategies.
- Conduct regular site visits, assessments, and evaluations to monitor sub-grantee performance, compliance, and financial management.
- Perform any other related duties as required

Day to day supervision will be from the Head of Partnerships and International Cooperation in Africa CDC with formal line management from GIZ.

Qualifications

a. Functional skills

- Good knowledge on the key functions, structures and dynamics of Grant Management in intergovernmental settings;
- Proven knowledge and understanding of partnership and grant management in Africa;
- Established ability to manage deliverables, resources and adapt quickly to change and remain effective;
- Able to write in a clear and concise manner with excellent communication and presentation skills
- Excellent ability to synthesize thoughts quickly from views of multiple stakeholders and partners and give sound technical advice and guidance
- Established skills in the areas of strategic planning, organizational and project management;
- Excellent interpersonal skills with the ability to influence, negotiate, advocate, motivate, resolve conflict,
- Ability to work harmoniously as a member of a team, adapt to diverse education and cultural backgrounds and maintain a high standard of personal conduct.

b. Personal Abilities

- A team player
- Respecting and promoting individual and cultural differences
- Building and promoting partnerships across the organization and beyond
- Good interpersonal skills.



- Ability to operate in a multicultural environment.
- High level of autonomy at work, yet with profound team spirit.
- Adaptive, patient, resilient and flexible.

Education and work experience requirements

- A master's degree in business administration, Social Sciences, Public Health or a relevant field of study
- Minimum of 4-7 years of project management experience and in developing, monitoring, and managing sub-awards and grants.

Experience

- Background in managing Public Health Grants. Experience in management of EU, Global Fund and World Bank grants is an asset.
- Strong computer skills with proficiency in Microsoft Word and Microsoft Excel; experience using, or at least a familiarity with, accounting software and budgeting/budget management is a plus.
- Willingness to travel frequently to partners' field offices
- Experience of working in different national and regional contexts in Africa

Language

Proficiency in English is essential; knowledge of further African Union working languages (French, Arabic, Portuguese, Spanish or Kiswahili) would be an added advantage.

Application Procedure

The application should include

- a motivational letter / letter of application,
- a recent CV with emphasis on similar assignments, including at least three referee contacts.

Applications should be submitted via email to hr_au@giz.de with the subject line “**Senior Technical Officer – Institutional Partnerships – Your Name**”.

Closing date for applications: **27 October 2024, midnight EAT**. Only Shortlisted Candidates will be contacted.

GIZ is an equal opportunity employer and welcome applications from individuals regardless of gender, disability, race, ethnicity, religion, age, or any other protected characteristic. We embrace diversity and believe that inclusivity in the workplace is essential to our success and we are committed to creating a work environment where all employees are valued and respected.