

Administrative Officer - Therapeutic Information and Pharmacovigilance Centre (TIPC)
 Windhoek, Namibia

Akros is a cutting-edge organisation that establishes data-driven systems that improve the health and wellbeing of disadvantaged communities. We pride ourselves in our ground-level knowledge of the health systems where we work, and our ability to provide novel, lasting solutions implemented in developing regions.

Background

Akros Research is supporting a 3-year program, funded by the Mastercard Foundation and in partnership with the Africa CDC, to increase Covid19 vaccine uptake in Africa. This initiative, called Saving Lives and Livelihoods, includes multiple components and partners working to procure, distribute, and promote vaccine uptake in a safe manner. As a part of this consortium Akros Research will support Africa Union member states in the Eastern and Southern African regions to strengthen COVID-19 vaccine safety surveillance systems.

Specific Responsibilities

Support Adverse Events Following Immunisation (AEFI) surveillance systems strengthening

- Support the Expanded Program on Immunisation (EPI) and the Health Information Systems (HIS) Unit in the transfer of AEFI reports to the TIPC
- Support the Vaccine Safety Pharmacist manage AEFI data, including entry into DHIS2 and the VigiFlow database and the preparation of data analysis documents and reports
- Provide coordination and logistic support for case investigations from the national level to the regions and districts

Administrative support on vaccine safety surveillance

- Update and keep record of the adverse event following immunisation (AEFI) committee member file
- Record keeping and filing of all relevant documents
- Communicate with AEFI committee members on meeting schedules ,report to Chairperson on availability and finalise meeting dates
- Organise AEFI committee meetings and provide administrative support
- Send communications and reminders to AEFI committee members in collaboration with the Secretariat
- Ensure meeting minutes and agenda are circulated to the AEFI committee members on time
- Ensure meeting minutes are signed off by the Secretariat and AEFI committee Chairperson
- Arrange for required meetings by the Secretariat, partners and stakeholders on vaccine related matters
- Provide administrative support to national trainings on vaccine safety
- Communicate with clients and stakeholders in collaboration with the Secretariat
- Collect quotations and make all necessary submissions for payments
- Provide administrative support to the NMRC Secretariat

General

- Other official duties assigned by the supervisor

Minimum Qualifications

- Grade 12 certificate (NQF level 3)
- At least 1 year of relevant experience in office administration

Additional Requirements

- Preference will be given to candidates with an appropriate Diploma on NQF Level 6 in the areas of Business Administration, Office Administration and Public Administration

Competencies and Skills

- Excellent administrative and organisation skills
- High level of responsibility
- Excellent time management
- Technology and software skills including computer skills in Microsoft Office (Excel, Word, PowerPoint, Access)

Performance criteria and expectations

- Demonstrated ability to work well in a team
- Respect to colleagues and clients
- Sensitive to quality of work and deadlines
- Professionalism

Location and Term

This is a 1 year position, expected to be renewed annually for 3 years. Located in Windhoek Namibia.

Reporting

This position will report to the Head of Section - Therapeutic Information and Pharmacovigilance Centre (TIPC), under the Pharmaceutical Control and Inspection subdivision of the National Drug Control and Coordination - Namibia Medicines Regulatory Council (NMRC).

Application Instructions

Submit applications by November 4th. Candidates are encouraged to apply early. To apply, please submit a cover letter and CV with references to careers@akros.com with "Application: SLL Programme – Namibia Admin Officer" as the email's subject line.