



EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY

Vacancy Announcement

College of Surgeons of the East, Central and Southern Africa (COSECSA).

Title: Information Technology (IT) Assistant

Reports to: Chief Executive Officer

1.0 Background of the Organization

The East, Central and Southern Africa Health Community (ECSA-HC) is a regional organization set up in 1974 to foster cooperation leading to the strengthening of health programs in the region and promote attainment of the highest possible standards of health in its member countries. The Member States of the ECSA Health Community are Kenya, Lesotho, Malawi, Mauritius, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

2.0 Background of the College of Surgeons for the East, Central and Southern Africa (COSECSA).

The College of Surgeons for the East, Central and Southern Africa (COSECSA) is a professional body that fosters postgraduate education in surgery. The college delivers a common surgical training programme with a common examination and an internationally recognized surgical qualification. The primary objective is to advance education, training, standards, research and practice in surgical care in the ECSA region. The College currently operates in 14 countries in the Sub-Saharan region: Kenya, Botswana, Burundi, Ethiopia, Malawi, Mozambique, Namibia, Rwanda, South Sudan, Sudan, Tanzania, Uganda, Zambia and Zimbabwe.

3.0 Overall Purpose of the Job:

To provide IT management function of the College. The IT Assistant will play a leading role in the management of technological aspects of the College, including online and offline IT infrastructure and developing content for the college social media handles. He/she will also support the planning, coordinating and delivery of all College Examinations. The IT Assistant's role involves supporting the Examination and Credentials Committee and the entire College leadership in providing in-depth IT expertise as well as handling all the day-to-day IT tasks which include addressing complaints and resolving problems; IT security, development, infrastructure, technical analytics, and systems support.

4.0 Duties and Responsibilities:

4.1 ICT management:

- a. Custodian of all software including salesforce
- b. Responsible for driving implementation of best practices for optimizing IT infrastructure and operation costs and improving systems performance

- c. Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations, and outages.
- d. Designing training programs/orientations and workshops for staff on ICT systems
- e. Provides technical guidance and assistance to other staff.
- f. Develop and operationalize the College information technology strategy.
- g. Recommend short- and long-term IT goals and objectives to the College.
- h. Provide expert and strategic advice to members of the leadership team on all technology matters affecting the College.
- i. Provide leadership and guidance to IT department to achieve secure, reliable, and cost-effective operations of IT infrastructure and applications.
- j. Preserves IT assets, information security and control structure, Manages the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, hardware, software, peripherals, and e-Learning platforms
- k. Information Technology support for the development of the college through new systems as well as providing IT support and expertise to the secretariat, to trainees, to trainers and for new developments for efficient work. E.g., in-person Examiner verification system.

4.2 Database Management

- a. Updating COSECSA's Databases and performing data clean up. These include trainee, exam candidates, examiners, fellows, members and partners
- b. Generating and providing data upon requests from partners, Council and approved research proposals with support from secretariat.
- c. Developing and storing various college reports and minutes to support College activities.
- d. To strategize further expansion and improvement of college database
- e. To produce reports as and when needed.

4.3 Branding and Communication:

- a. Manage the College Social Media Accounts
- b. Generate and maximize positive media coverage
- c. Manage a bank of messages for social media platforms
- d. The focal person on the College social media platforms
- e. Liaise with the Collaboration Partners on joint communications and announcements
- f. Act as a liaison between the College, the public, and the media (where necessary) to ensure that the image remains top of mind.
- g. Send out communications to target audiences on various opportunities.
- h. With support from the administrative officer, Develop and send the COSECSA E-Newsletter
- i. Graphic Designing of promotional material for the College (banners, Fliers, Annual Reports, Brochures, booklets, Designs for the website and social media and annual events.)
- j. Media coverage in terms of photography/ minor videography at the College annual events and other workshop if available
- k. Admin support on various Whatsapp groups.

4.4 College Website Management

- a. Write, edit, and distribute content, including website content and other material that communicates the College's activities

- b. Maintain the college website in terms of posting news, events and updating the website information as well as developing new modules as they will be needed.

5.0 Qualifications and Work Experience

5.1 Education

- a. Bachelor's Degree in Information Technology or related field
- b. A Master's degree in a related field will be an added advantage
- c. A certificate in graphics design, database management will be desirable

5.2 Work Experience and Knowledge

- a. At least 5 years of relevant, progressive experience in information technology management
- b. At least 3 years of Data engineering, design and maintenance of data systems and databases
- c. Demonstrated track record and experience in branding and communication
- d. Excellent working knowledge of social media content development
- e. Knowledge of Microsoft Dynamics Navision ERP system installations and user support.
- f. Support in user account access provisioning.
- g. ICT Equipment repairs maintenance.
- h. Support in configuring data collection tools and relevant devices.
- i. Capacity to manage a busy office and coordinate with various offices
- j. Excellent working knowledge of standard IT systems and databases
- k. Experience in developing and implementing systems and processes

6.0 Essential Skills and Competencies Required

- a. Demonstrate poise, tact, integrity, and professionalism
- b. proficient in development content for social media
- c. Excellent written and oral communication skills, with a high level of accuracy and attention to detail
- d. Excellent knowledge of report writing and presentation skills.
- e. Excellent organizational and time management skills
- f. Capacity and experience to work in a multicultural environment
- g. Capacity to perform multiple tasks and work under pressure

7.0 Language

Fluency in both spoken and written English

8.0 Age

Applicants must be aged between 25 and 40 years of age

9.0 Contract Appointment;

This will be a two-year contract appointment renewable upon satisfactory performance and subject to the availability of funds.

10.0 Remuneration Package

An attractive package at the Assistant level will be offered to the right candidate.

11.0 Method of Application

Nationals of members States who wish to apply for the Post should do so by submitting the following:

- a. Brief Application Letter stating why the candidate feels suitable for the Post

- b. Detailed Curriculum Vitae.
- c. Completed Application form for ECSA-HC posts (available under vacancies/opportunities jobs on www.ecsahc.org)
- d. **Certified** copies of Educational and Professional Certificates
- e. Names of three (3) referees with their addresses including telephone and e-mail

Applications that have not met all of the above set criteria will not be accepted. Only candidates who have met all the requirements of the post and have been selected for an interview will be contacted.

Applications should reach the address below by 28th July 2023.

The Director General

East, Central and Southern Africa-Health Community

Plot 157 Oloirien, Njiro Road

P.O. Box 1009

Arusha, Tanzania

E-mail: vacancies@ecsahc.org with copies to regsec@ecsahc.org; doid@ecsahc.org ;

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EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY

Vacancy Announcement

College of Surgeons of the East, Central and Southern Africa (COSECSA).

Job Title: Admissions Assistant

Reports to: Chief Executive Officer (Line Manager) and, the Chair - Examination and Credentials Committee (ECC) and Chair - Education, Scientific and Research Committee (Program Managers).

Background of the Organization

The East, Central and Southern Africa Health Community (ECSA-HC) is a regional organization set up in 1974 to foster cooperation leading to the strengthening of health programs in the region and promote attainment of the highest possible standards of health in its member countries. The Member States of the ECSA Health Community are Kenya, Lesotho, Malawi, Mauritius, Eswatini, Tanzania, Uganda, Zambia and Zimbabwe.

1.0 Background of the College of Surgeons for the East, Central and Southern Africa (COSECSA).

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2.0 Overall, Purpose of the Job:

Administer all functions of the admission office including but not limited to; Trainees Program Entry/registration, Examination Registration Support, Progressive Assessments, Support Examinations Processes and overall Trainees support. The Admissions Assistant will work closely with the Senior Examination Officer.

3.0 Duties and Responsibilities:

3.1 Management of Trainees' Program Entry (Registration):

- a. Responsible for all programme entry applications (MCS and FCS)
- b. Responsible for timely announcement of all registration notices and deadlines
- c. Receives all registration applications
- d. Seeks approval from the Country Representatives and Programme Directors.
- e. Support the Finance officer in following up on payments upon approval of the applications by the Country Representatives.

- f. To finalize applications of trainees upon receipt of confirmation of payment from the Finance Officer and update the system
- g. Produce and distribute Trainee identification numbers and update all trainees' records accordingly.
- h. Assign Programme Entry Numbers (PEN) to new trainees
- i. Share the final list of all approved newly enrolled trainees
- j. Maintain accurate up-to-date records of Programme entry and trainees enrolled in the programme, using data systems to ensure efficient and effective management and reporting of data when needed
- k. Attend to Programme Entry queries and any other general queries from trainees and trainers as they may arise.
- l. To develop reports upon closure of Programme Entry window
- m. To facilitate the creation of MCS and FCS New trainees' logins for all E-learning
- n. Platforms
- o. In liaison with the Academic/Records Officer, communicate with Alumni for lost degrees, transcript generation
- p. Handle Trainee transfers from one site to the other in liaison with the Country Reps and ECC Chair.

3.2 Examination Support

- a. Assist in Part I and Part II exams of the College as requested by the Senior Examination Officer or the CEO. This may involve travel.
- b. Responsible for timely announcement of all registration notices and deadlines
- c. Receives all examination registration applications
- d. Seeks approval from the Country Representatives and Programme Directors.
- e. Support the Finance officer in following up on payments upon approval of the applications by the Country Representatives.
- f. To finalize applications of examination candidates upon receipt of confirmation of payment from the Finance Officer and update the system
- g. Maintain accurate up-to-date records of exam candidates enrolled in the programme, using data systems to ensure efficient and effective management and reporting of data when needed
- h. Submits the final list of exam candidates to the examinations officer
- i. Contribute to the operational management of the central examinations team and take responsibility for overseeing the examinations on a designated examination site.
- j. Disseminate information to trainees and examiners to ensure that they are aware of and comply with examination procedures and regulations.
- k. Supports the senior examination officer to coordinate the confirmation of candidates sitting for exams.
- l. To support the production of reports upon closure of registration window
- m. Respond to registration queries as they may arise.

3.3 As part of the wider role within the College, the Admission Assistant will also:

- a. Work as part of the wider team to support other people at busy times as well as participate in secretariat collective activities including:
- b. Development and implementation of strategic plans
- c. Annual Workplan and budgeting
- d. Proposal development
- e. Engage actively in the performance review process
- f. Comply with any reasonable requests from the CEO to undertake other work
- g. To attend other administrative activities as requested

4.0 Qualifications and Work Experience

4.1 Education

- a. Bachelor of Business Information Technology
- b. A Master's Degree in Management Information Systems is an added advantage
- c. Digital Management of trainees/student enrolment and examination processes is highly desired
- d. A qualification in an Education Management IT Programme will be an added advantage

4.2 Work Experience and Knowledge

- a. At least 5 years of relevant, progressive experience in Big data management and analysis
- b. At least 3 years of Data engineering, design and maintenance of data systems and databases.
- c. Working knowledge of student/trainee information management system
- d. Dashboard design for data visualization, analytics and reporting.
- e. Demonstrated track record and experience in the development, planning, implementation of IT/Data Management Projects
- f. Experience and sensitivity to working with people from a wide range of cultures and ability to collaborate effectively across departments and organizations
- g. Capacity to manage a busy office and coordinate with various offices
- h. Good working knowledge of standard IT systems and databases
- i. Experience in developing and implementing systems and processes

5.0 Essential Skills and Competencies Required

- a. Demonstrate poise, tact, integrity, and professionalism
- b. proficient in computer functions with sound problem-solving and analytical skills.
- c. Excellent written and oral communication skills, with a high level of accuracy and attention to detail
- d. Computer literacy and analytical skills
- e. Excellent knowledge of report writing and presentation skills.
- f. Excellent organizational and time management skills
- g. Capacity and experience to work in a multicultural environment
- h. Programme management skills and experience
- i. Capacity to perform multiple tasks and work under pressure

6.0 Language

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7.0 Age

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8.0 Contract Appointment

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Title: Academic/Records Assistant

Reports to: Chief Executive Officer, and responsible to the Registrar

1.0 Background of the Organization

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3.0 Overall Purpose of the Job

The ECSA-HC is inviting applications from suitably qualified persons who are nationals of Member States for the post of Academics /Records Assistant (ARA) for the College of Surgeons for the East, Central and Southern Africa (COSECSA). This position is responsible for the management and administration of academic Programmes at COSECSA and the day-to-day coordination of the activities of the office of the Registrar.

The Academic/Records Assistant (ARA) will be responsible for the effective and efficient administration and management of all academic, training, research, membership, fellowship and hospital accreditation as well as records management, ensuring the integrity and security of all records, to the point of verification, in collaboration with the Registrar and Chair, Examination and Credentials Committee. The person in this position will be a member of a team in the Secretariat that manages all examination matters and academic support services of the College.

4.0 Duties and Responsibilities

He/she will be responsible for the core functions of the Registrar's office; Certification, Quality assurance of the training programme - Trainers and Training sites, review and authentication of examination results, custodian of key College Documents, reviewing/updating the College Training Documents and upholding the criteria for credentialing of specialties and curriculum in various COSECSA training sites, among many others.

4.1 Strategic

- i. Support the development of policies, strategies and programmes that contribute to the implementation of the mandate of the Office of the Registrar
- ii. Coordinate the Registrar's office Operations and act as a point of contact for queries addressed to the Registrar's Office
- iii. Assist in providing the administrative and logistical support for the preparation, conduct and follow-up of the meetings and other activities of the Registrar
- iv. Coordinate and facilitate activities of COSECSA registration and recognition in Member Countries
- v. Provide support to the Registrar regarding Scholarships, Accreditation of Training sites and guide processes and decisions.
- vi. Support the Chief Executive Officer by contributing to future strategies and where need be representing the Office of the Registrar at meetings.
- vii. Facilitate the College Training Programme at all levels such that the Training Team (Programme Directors) provides appropriate services
- viii. Work with the Secretariat team in charge of Trainee Registration, Education, Examination, and other key central sections of the College
- ix. Be proactive and collaborative in supporting the development of improved systems and processes
- x. Assist with marketing the College as and when required to promote increased applications and high retention rates
- xi. Prepare periodic reports as required including College Training, credentialing, scholarships, accreditation, and COSECSA in-country recognition
- xii. Work with the COSECSA team to develop activity work plans before the implementation of activities.
- xiii. Work with the Registrar to formulate and implement policies and propose new ones as and when required.
- xiv. Ensure the Registrar's Office runs smoothly and effectively and provides assistance and guidance where necessary.
- xv. Facilitate CPD management/accreditation.
- xvi. Secretary to the Scholarship Board

4.2 Records Management

- i. Custodian of the College Training Programme Policy/Key documents (Syllabus, Curriculum, Training Manual, PDs TORs, Accreditation, Country Membership, COSECSA recognition)
- ii. Assist in managing documents, information, knowledge and records;
- iii. Advise and assist in digitizing and modernizing continuously the management and custody of documents, information, knowledge and records in the Registrar;
- iv. Assist in preparing statements, reports/conclusions and other relevant tasks as required;
- v. Responsible for the confidential management of trainee records including special cases for Council considerations

4.3 Specific Responsibilities

Scholarship Management Support

- i. Compile, collate and summarize all Scholarship applications received through the Registrar.
- ii. Perform a secondary review of all scholarship applications in line with the criteria.
- iii. Prepare a final report of the recommended applicants to share with the CEO for scholarship board approval.
- iv. Counter check applicants with the COSECSA Database.
- v. Communicate to the Collaboration Partner the final list of successful applicants and their application documents.
- vi. Send Scholarship Award Letters/Grants to the successful applicants and facilitate the signing of Grant Agreements between the grantor and grantee.
- vii. Follow up with all scholarship recipients and make sure annual records are submitted and kept
- viii. Liaise with and provide feedback to scholarship donors
- ix. Support the Registrar to track and update all Scholarship programmes and in collaboration with the Education Officer at the Secretariat.

Fellowship and membership Management

- i. Facilitate the Chair Examination and Credentials committee and the Registrar to credential/elect Members and Fellows of the College
- ii. Receive and process all applications for fellowship and member specialist by-election
- iii. Process documents and submit them to the registrar, and the ECC chair
- iv. Keep a very updated record of all members, member specialists and fellows of the college
- v. Upon confirmed passed candidates, assist the Senior Examination Officer in preparation and printing the Certificates and transcripts
- vi. Draft congratulatory letters to new Fellows and Members by Election
- vii. Responsible for liaising with the newly admitted Fellows and Members by Election upon their Council approval.
- viii. Follow up on their Membership payments upon their Council Approval
- ix. Support the distribution of the certificates upon confirmation of payment of graduation, Fellow/Member by Election application fees.
- x. In Collaboration with the Education Officer, compile a list of Council approved accredited and re-accredited hospitals
- xi. Draft and disseminate communication to Accredited/Re-Accredited Hospitals

Hospital accreditation

- i. Support the Registrar to handle the Hospital Accreditations in all COSECSA Countries
- ii. Receive and process all applications for hospital accreditation and re-accreditation
- iii. Compile all re/accreditation applications received through the Registrar and share with ECC chair before council meetings.
- iv. Compile a list of Council approved accredited and re-accredited hospitals
- v. Support the production of the Hospital Accreditation/Re-Accreditation Certificates.
- vi. Provide Communication to Country Representatives and Program Directors regarding their Hospital Accreditation Status.
- vii. Communicate with accredited hospitals, and make sure all accreditation processes are recorded and updated
- viii. Keep a very updated record of all accredited training sites
- ix. Send out renewal of accreditation reminders
- x. Manage and update the database records for COSECSA Hospital Accreditation and generate detailed reports for the CEO, Registrar and ECC Chair for the Status of each COSECSA Hospital.

Examinations and credentialing

- i. Serve as custodian of all curricula, syllabi and academic records
- ii. Support the secretariat in all matters related to examinations and credentials as directed by the CEO
- iii. Be responsible for (Prepare and record) all credentials and certificates: including membership, member specialist, and fellowship certificates student awards and certificates, hospital accreditation certificates and plaques, examiners certificates, honorary fellows, retiring council members and other certificates
- iv. Generate recommendation letters for fellows upon the approval of the CEO
- v. Support the planning and organizing of the Graduation ceremony of the College in liaison with the Finance and General Purposes Committee Chair and the host Country.
- vi. In liaison with the Research Office, archive all volumes of the ECAJS and records
- vii. Monitoring and evaluating all credentialing activities and submitting periodic reports for presentation to the Executive and Council through the Registrar
- viii. Work with the Chair, Examination and Credentialing to ensure all policies and procedures related to Credentialing are respected and submission of related reports to the Registrar are carried out on time.
- ix. Ensure strict internal controls to ensure compliance with legal requirements and support the COSECSA team to adhere.
- x. Ensure proper documents are maintained and accessible.
- xi. Facilitate approvals/recognition/certification/accreditation of COSECSA qualifications with other Accreditation bodies (ECFMG etc)

4.4 Facilitate the preparation and production of College Certificates

- i. Upon receipt of confirmed passed candidates, assist the Senior Examination Officer in printing the Certificates
- ii. Support the distribution of the certificates upon confirmation of payment of graduation, Fellow/Member by Election application fees.
- iii. Support the production of the Hospital Accreditation/Re-Accreditation Certificates.

4.5 Programme and Technical Support

- i. Support the Chief Executive Officer in the development of proposals/concept notes and activity proposals to new and existing donors
- ii. Support the Chief Executive Officer in the compilation of narrative reports for submission to the Collaboration Partners
- iii. Work with the examination and education officers to ensure a systemic training programme for the College
- iv. Compile reports in conjunction with relevant COSECSA staff.
- v. Attend to other activities as requested by the CEO

5.0 Qualifications and Work Experience

5.1 Education

- i. An undergraduate and Master's Degree in social sciences, science/medicine, public health, global health, education/pedagogy, medical education, international development, or any other related discipline
- ii. Experience in a registrar/academic records role in an academic institution
- iii. Training in pedagogy is recommended
- iv. Digital management & custody of documents, information, knowledge and records
- v. A qualification in an Education Management IT Programme will be an added advantage

5.2 Work Experience and Knowledge

- i. At least 5 years of relevant, progressive experience in managing an education programme within international organizations or training institutions, preferably in the Higher Education Sector will be an added advantage.
- ii. Demonstrated track record and experience in the development, planning, implementation, and evaluation of training programmes;
- iii. Working knowledge of student/trainee information management system
- iv. Experience and sensitivity to working with people from a wide range of cultures and ability to collaborate effectively across departments and organizations
- v. Capacity to manage a busy office when acting as deputy for the Registrar
- vi. Knowledge of education regulations, overseas qualifications, and international educational qualifications especially in the Surgical field
- vii. Good working knowledge of standard IT systems and databases
- viii. Experience in developing and implementing systems and processes
- ix. Experience in maintaining clear and accurate records

6.0 Essential Skills and Competencies Required

- i. Demonstrate poise, tact, integrity, and professionalism
- ii. proficient in research, mathematical procedures and computer functions with sound problem-solving and analytical skills.
- iii. Excellent written and oral communication skills, with a high level of accuracy and attention to detail
- iv. Computer literacy and analytical skills
- v. Excellent knowledge of report writing and presentation skills.
- vi. Excellent organizational and time management skills
- vii. Capacity and experience to work in a multicultural environment
- viii. Programme management skills and experience
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7.0 Language

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8.0 Age

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JOB ADVERT

SENIOR ACCOUNTANT

The East, Central and Southern Africa Health Community (ECSA-HC) is an inter-governmental regional organization that fosters and strengthens regional cooperation and capacity to address the health needs of its nine member states namely Eswatini, Kenya, Lesotho, Malawi, Mauritius, United Republic of Tanzania, Uganda, Zambia and Zimbabwe. ECSA-HC has strong collective political, administrative and professional support of all its member states, regional and international organizations and occupies a unique position to provide leadership on various health sector issues in the region. Established in 1974, ECSA-HC has more than 40 years of experience providing technical assistance in health and strong support from all of its member states.

ECSA-HC is looking to recruit a Senior Accountant to join its financial management team. The Senior Accountant position is mainly to support the Director of Finance. The Senior Accountant shall be responsible for the management of financial activities and processes, performing day-to-day accounting tasks, and supervising the work of Finance officers. The senior accountant will also provide technical support in financial management to managers, program officers, and other stakeholders.

1.0 Specific Responsibilities

- Develop and implement sound financial systems that ensure compliance with organizational policies, procedures, and accounting standards.
- Oversee the preparation of relevant periodic financial reports for both corporate and projects implementation as required by both statutory requirements within the organization's financial policy framework and development partners
- Oversee the preparation of monthly management accounts on incoming revenues or fund disbursements and ensure they're submitted to management by the 10th of the following month end, to inform management of the financial health of the organization.
- Prepare periodic financial analyses and forecasts, to review financial trends internal and external to the organization and support decision making.
- Perform budget analysis, periodically to ensure that budget execution is in line with the approved budget and where applicable with donor requirements.

Prepare monthly and quarterly forecasts to ensure adequate funding is available to execute the budget. Prepare quarterly budget performance reports. Analyze complex financial information, including budgets and forecasts to provide management with insights into trends and performance.

- Ensure compliance with International Public Sector Accounting Standards (IPSAS), organizational policies/standard operating procedures (SOP) assurance requirements from regulatory bodies. Support the implementation and application of the organization policies and procedures and the update of financial management manual
- Support the preparation of donor funded expenditure reports as per financing or grant agreements
- Provide support for both internal and external audits. Prepare annual financial statements for audit purposes.
- Supervise administration of payroll and other accounting data entry in the accounting system to ensure accuracy of the accounting records.
- Supervise reconciliation of the payroll statutory deductions and ensure timely remittance to TRA, NSSF, PSSF etc. on monthly basis and ensure submission of timely VAT claims to TRA
- Update the payroll codes and accounting codes regularly to ensure they are consistent with the financial policy and chart of accounts for both SAP and Advii accounting systems.
- Support both the External audit process and the Financial Advisor, and attend to their audit queries and develop an action plan for implementation of their recommendations.
- Supervise reconciliation of bank accounts with organization records to ensure accuracy of records by 5th day of each month.
- Support the review and follow up on the member state contributions
- Support the process of migrating from Advii to SAP by ensuring that the migrated data is accurate and system functions accurately
- Support the process of reviewing, updating and managing the fixed assets register
- Support the establishment, and monitoring of the organization's risk management processes and procedures
- Perform any other related functions and duties as may be assigned by the supervisor.

2.0 Qualifications and Work Experience

- An undergraduate and Master's degree in management and Accounting, Finance, or any other related discipline is required
- Professional Qualified Accountant- CPA/ACCA required
- Minimum of 10 years' work experience in accounting or business management
- Experience in financial management of donor funded projects
- Experience in financial accounting and in the preparation of financial reports.
- Experience in using SAP and other accounting software packages
- Experience in using or understanding of MS office Word, and Advanced MS Excel is essential.

- Familiarity with Tanzania's Accounting and Financial system as well as the Financial Regulatory Framework would be an added advantage

3.0 Essential Skills and Competencies Required

- Excellent communication skills. Communicates sensitively, effectively and creatively across different constituencies
- Always maintain the highest level of confidentiality
- Proven networking skills, and ability to generate interest in ECSA-HC's mandate;
- Strong initiative-taker;
- Respect for diversity
- Very effective at multi-tasking;
- Focuses on impact and results for the client;
- Interacts effectively with all levels of the organization, including senior management
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates exceptional ability to remain calm and in control even under pressure and tight deadlines.

4.0 Remuneration Package

An attractive package will be offered to the right candidate.

5.0 Contract Appointment

The appointment will be made on a regular term contract for a period of three (3) years, of which the first six months shall be considered as a probationary period. The contract is renewable, subject to satisfactory performance and deliverables.

6.0 Method of Application

Candidates who wish to apply for the post should do so by submitting the following:-

- i. A brief application letter stating why the candidate feels suitable for the post.
- ii. A detailed Curriculum Vitae.
- iii. Copies of Educational and Professional Certificates.
- iv. Completed ECSA HC application form obtainable from the ECSA-HC website
- v. Names of three (3) referees with their addresses including Telephone, Fax and E-mail.

Applications that have not met all of the above set criteria will not be accepted. Only candidates who have met all the requirements of the post and have been selected for an interview will be contacted.

7.0 Deadline for Applications:

Applications should reach the address below, not later than 11:59 pm (EAT), 21st July 2023

The Director General
East, Central and Southern Africa-Health Community
Plot 157 Oloirien, Njiro Road
P.O. Box 1009 Arusha, Tanzania
E-mail: vacancies@ecsahc.org with copies to dg@ecsahc.org; doid@ecsahc.org
Website: www.ecsahc.org

The East, Central and Southern Africa- Health Community is an equal opportunity employer and female candidates are strongly encouraged to apply

EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY
ECSCA-HC



APPLICATION FORM

Ref. No. (for official use):			Received on:		PLEASE ATTACH A RECENT PHOTOGRAPH
Please fill this form as clearly and as accurately as possible. It is important that you answer all the questions fully. Failure to complete this form may render your application invalid					
1. FAMILY NAME		FIRST NAMES		MAIDEN NAME	
2. DATE OF BIRTH		3. PLACE OF BIRTH COUNTRY		4. PRESENT NATIONALITY	5. SEX MALE FEMALE
Day	Month	Year			
6. PERMANENT ADDRESS			PRESENT ADDRESS (If different from 6)		
7. Telephone Office Telephone Home		Fax Office Fax Home		Telex Office Telex Home	
8. MARITAL STATUS					
Single		Married		Others, specify please	

	Date			
9. DEPENDANTS (Spouse and legitimate natural or legally adopted children)				
NAMES	Date of Birth	Relationship		
10. EDUCATION (Please attach copy of your degree certificates or diplomas. Originals will be required if you are short listed for an interview)				
(A) University or Equivalent				
Name of University – City – Country	Duration		Degree Obtained	Major field of study
	From	To		
(B) Secondary or Technical education				
School – City – Country	Type of Education	Duration		Certificates or diplomas obtained
		From	To	

Personnel Selection Form

EMPLOYMENT HISTORY:

Please list the following information about your current and previous employees. Please start with your current or last employer							
Dates		Name and Address of Employer	Job Title and brief responsibilities and to whom directly responsible	Reasons for leaving	Salary		Other Benefits e.g. free housing
From	To				Start	Finish	

4. **EXPERIENCE:**

- (a) Give details of your experience and achievements in the positions listed on the previous page, which are **relevant** to the job applied for.

- (b) What are your future plans and aims?

- (c) What is your reason for seeking a new appointment?

- (d) What do you see as the main attractions of the post you are applying for?