



## **East, Central and Southern Africa Health Community**

### **Vacancy Advertisement**

#### **Post of Administrative Assistant-Procurement**

The East, Central and Southern Africa Health Community (ECSA-HC) invites applications for the Post of Administrative Assistant-Procurement from suitably qualified persons who are nationals and/or eligible residents of the United Republic of Tanzania. The position is tenable at the ECSA Health Community Secretariat in Arusha.

#### **The Organization**

The ECSA-HC is a regional intergovernmental organization set up in 1974 to foster cooperation that will lead to the strengthening of health care programmes in the region and promote attainment of the highest possible standards of health among member states. The Member States of the ECSA Health Community are Kenya, Lesotho, Malawi, Mauritius, Seychelles, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. The Secretariat implements its activities through seven technical programmes namely Family and Reproductive Health; Food Security and Nutrition; Health Systems and Services Development; HIV/AIDS, T.B. and Infectious Diseases; Human Resources for Health & Capacity Building, Monitoring and Evaluation and Research, Information and Advocacy. The Directorates of Operations and Institutional Development and Finance provide administrative, logistical and financial management support to the technical programmes.

#### **Broad purpose of the post**

Under the guidance of the Director of Operations and Institutional Development through the Administrative Officer, the Administrative Assistant-Procurement performs a wide range of logistical, procurement and administrative functions which contribute to the effective and efficient operations of the Organization.

## **Specific Responsibilities**

- Prepare Local Purchase Orders (LPOs) for the purchase of various services, goods and works and ensure that LPOs are duly prepared, signed and dispatched to vendors in a timely manner.
- Maintain a proper filing system for both soft and hard copies of the procurement unit documents and undertake general clerical duties for the procurement unit.
- Receive approved travel requests and process air travel for documentation for staff, consultants and guests.
- Following the receipt of goods and services collate the necessary documentation and submit for payment.
- Perform the Secretarial function for the Organization's procurement committee.
- Assist in the organization's asset inventory process.
- Assist in the preparation of the annual procurement plan for the Organization.
- Respond and/or draft responses to routine correspondence and other communications regarding procurement as assigned.
- Provide administrative and logistical support and service the Organization's corporate and programme activities, conferences, workshops, seminars, meetings including transport and travel arrangements, hotel bookings, processing of visas and airport transfers for staff, official visitors and participants.
- Perform any other related functions and duties as may be assigned by the supervisors for the smooth administration of the organization.

## **Minimum Entry Qualifications**

**Education:** Advanced Certificate of Secondary School education and a full diploma and/or Advanced Diploma in Purchasing and Supplies Management or Procurement and/or Logistics Management. A degree in Purchasing and Supplies Management or Procurement and /or Logistics Management will be an added advantage.

**Experience:** S/he should have at least three years of work in Administration with key competences in procurement, supplies and logistics management, office management practice, planning and organizing, communications, computer skills and teamwork. The working experience should include work in an international, inter-governmental, governmental or regional organization.

**Language:** Fluency in both spoken and written English.

**Age:** Between 28 and 45 years of age.

## **Remuneration Package**

An attractive remuneration package will be offered to the right candidate. The details of the package may be obtained on request from ECSA Health Community Secretariat, Arusha.

## **Contract Appointment**

This is a three-year contract appointment renewable upon satisfactory performance and subject to availability of funding.

## **Method of Application**

Applications comprising of a cover letter expressing the candidate's motivation for the job and current curriculum vitae with names and contact/addresses of three referees should reach the addressee below by **February 28, 2015**. Submission of applications by email is highly encouraged. Only shortlisted candidates will be contacted.

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***The ECSA Health Community is an equal opportunities employer. Female candidates are particularly encouraged to apply***