



**East Central and Southern Africa -
Health Community**



**College of Surgeons for East
Central and Southern Africa**

VACANCY ADVERTISEMENT

POST OF PROGRAMME OFFICER - EXAMINATIONS AND TRAINING

The College of Surgeons of East, Central and Southern Africa (COSECSA) invites applications for the Post of Programme Officer-Examinations and Training from suitably qualified persons who are nationals of the United Republic of Tanzania or eligible residents of the United Republic of Tanzania from COSECSA Member Countries. COSECSA is a Constituent College of the East, Central and Southern African Health Community which is a regional organization set up in 1974 to promote the highest possible standards of health among member countries.

The College of Surgeons

The College of Surgeons of East, Central and Southern Africa (COSECSA) fosters postgraduate education in surgery and provides surgical training throughout the region of East, Central and Southern Africa. COSECSA is a non-profit making institution that currently operates in 10 countries in the sub-Saharan Africa region which are Burundi, Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania, Uganda, Zambia and Zimbabwe.

COSECSA's primary objective is to advance education, training, standards, research and practice in surgical care in the ECSA region. COSECSA shapes and leads the training of surgeons in the Sub-Saharan region. COSECSA delivers a common surgical training programme with a common examination and an internationally recognised surgical qualification.

Work Station

The Programme Officer will work for COSECSA and be based at the office of the College, which is located at ECSA-HC Headquarters in Arusha Tanzania.

Broad purpose of the post

The broad purpose of the post will be to support the delivery of the College's examination and training logistics by working closely with the College's Senior Management, Examinations and Credentials Committee and the Council.

Specific duties

1. Registration of candidates for COSECSA training programmes and examinations.
2. Maintenance, updating and pro-active collation of data for the College database of trainees, members, fellows, all surgeons in the region and the institutions in which they are based.
3. Receiving all candidates and Member / Fellow payments (by cash, online payment and bank transfer), recording and where necessary following up on, all payments.
4. Facilitating and administering imprests and other payments in co-operation with the COSECSA Treasurer, SPO and the Finance Department of ECSA-HC.
5. Formatting, distribution and archiving of written exam papers
6. Acting as the main administrative officer for Clinical / Viva examinations.
7. Preparation and custody of academic records and handling all related queries.
8. Basic administration and support of the e-learning platform and tracking candidate completion of online learning.
9. Basic administration and support of electronic logbooks.
10. Answering general queries from the public, trainees, members, and fellows.
11. Other general administrative tasks as may be required.

Educational qualifications and relevant working experience

The applicant should have a basic Degree in Administration, Management or Education. Relevant post graduate qualifications will be an added advantage. The applicant should have at least four years of work experience in a similar role. Experience working with academic training institutions will be desirable.

Essential skills required

- Experience of coordinating examinations and/or managing training programs.
- High level of personal integrity, demonstrable mature and professional attitude.
- Excellent IT skills including advanced working knowledge of MS Office, Word, Excel and Power point.
- Knowledge of using virtual meeting technologies such as video conferencing and skype.
- Excellent verbal and written communication skills in the English language.
- Diplomatic and able to work in a multi-cultural environment.
- Ability to build effective relationships with clients, associates and colleagues at all levels.
- Time management and prioritization skills including the ability to work efficiently and on own initiative.
- A willingness to take responsibility
- An ability to assimilate and present information from a variety of sources to a variety of audiences.

Age: 28 - 45 years

Remuneration Package

An attractive package will be offered to the right candidate. The package details may be obtained on request from the Director General, ECSA Health Community, Arusha, Tanzania.

Contract Appointment

This is a two-year contract appointment with the possibility of renewal subject to satisfactory performance and availability of funding.

Method of Application

Tanzanian citizens and residents who wish to apply for the post should do so by submitting the following:

- Brief application letter stating why the candidate feels suitable for the post
- Detailed Curriculum Vitae
- Copies of educational and professional certificates
- Names of three (3) referees with their addresses including telephone, fax and e-mail

Deadline for Applications

Applications should reach the addressee below by **19th June, 2015**

The Director General
East, Central and Southern African Health Community
P O Box 1009
Arusha, Tanzania
Tel: 255-27-2549362/; 2549365/6
Fax: 255-27-2549362

Applications by e-mail are encouraged and should be addressed to the following email address; vacancies@ecsa.or.tz

Websites: www.ecsahc.org and www.cosecsa.org

The East, Central and Southern Africa Health Community is an equal opportunity employer