



EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY (ECSA HC)

VACANCY ADVERTISEMENT FOR THE POST OF HRAA LESOTHO COUNTRY OFFICE COORDINATOR/HRH TECHNICAL ADVISOR

Background

Applications are invited from suitably qualified candidates for the position of Human Resources Alliance for Africa (HRAA) Lesotho Country office Coordinator/HRH Technical Advisor tenable in Maseru, Lesotho.

The Organization

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

The Project

The Human Resources Alliance for Africa (HRAA) is a five years (2011 – 2016) USAID Strategic Objective Agreement (SOAG) award with a budget ceiling up to \$50 million, dependent on buy-ins from bilateral USAID Missions or Offices in the Southern and East Africa Regions. This assistance agreement is implemented through the East, Central and Southern African Health Community (ECSA -HC).

HRAA is mandated to work in five Key Result Areas (KRAs)

- (1) Human Resources for Health (HRH) Planning;
- (2) Human Resources (for Health) Information Systems—HRIS;
- (3) Pre- and In-service training;
- (4) Recruitment and Retention; and
- (5) Regulatory Environment and Professional Associations.

HRAA's scope focuses on activities on Policy and Facilitation within human resources for health. Policy, in the context of HRH, refers to strategic planning, budgeting, costing, resource mobilization, advocacy, leadership and governance. Examples would include long-term health workforce plans, fiscal projections, linking career promotion with in-service training and mentoring of senior management in HRH affairs. Facilitation, in the context of HRH, refers to the design of operational guidelines, scopes of work, manuals and curricula. Examples include how Ministries of Health will collect HRH data, how they will streamline their processes to recruit new health workers, matching clinical training with the disease burden and determining the scope and length of training for community health workers.

ECSA – as HRAA prime partner- will also be responsible for the monitoring and evaluation of those policies. Too often, these plans are well-designed under the best intentions, yet they sit on a shelf, untouched in years. ECSA will serve as a “scorekeeper” to ensure that progress is achieved for which these plans outline in detail. ECSA will also be responsible for knowledge management to share lessons learned and best practices from the award's activities.

The ECSA-HC led Alliance brings together international, regional and national expertise through Jhpiego Corporation (Jhpiego), Eastern and Southern Africa Management Institute (ESAMI), Regional Network for Equity in Eastern and Southern Africa (EQUINET), and the Regional Centre for Quality of Health Care (RCQHC) under HRAA.

Broad Purpose of the Job

Under the direct supervision of the HRAA Chief of Party, and in close collaboration with the MOH Permanent-Secretary, the MOH HRH Director, the HRAA Country Coordinator/Human Resources for Health Technical Advisor (CC/HRH-TA) is primarily responsible for providing both country overall administration leadership coordination functions and technical coordination for the key five result areas mentioned above. The incumbent's focus in administration coordination will include technical staff and Administration and Finance Manager Supervision and as technical advisor, will be on strengthening systems for HRH management in MOH; i.e. for health worker recruitment, induction, placement, retention, performance improvement, promotion, transfers and terminations. He/she will also ensure the technical validity of HRH related policies, studies, interventions, monitoring and evaluation, and documentation as well as provide counsel and support towards HRH decision-making processes.

Country coordination Responsibilities

1. Provide overall direction of all technical, financial, and administrative operations of the contract for Lesotho country office

2. Reviews proposals and prepares Scopes of Work for identified and vetted partners
3. Function as a liaison between the USAID mission, country government representatives and the implementing partners on administrative and financial matters related to the project
4. Supervises all in-country partner activities ensuring performance in accordance with set goals and objectives
5. Develop, implement, and oversee a quarterly and annual project planning and review cycle for the country programme.
6. Oversee the completion of all sub-contracted work under the programme to ensure the integration, consistency, and high quality of the work.
7. Report to the Chief of Party (COP) on all technical, financial and administrative operations of the country programme.
8. Oversee the recruitment and management of country program staff.
9. Consult, appraise, and advocate with the Ministry of Health Permanent Secretary in the country
10. Manage all in-country relationships on behalf of ECSA HC
11. Prepare and submit monthly, quarterly and annual progress reports to the COP
12. Any other duties as may from time to time be delegated by the ECSA HC DG through the COP

Technical Primary Responsibilities

1. Through the HRH Technical Working Group, assist senior policy planners, decisions makers and country-level counterparts and stakeholders in reviewing, designing and implementing policies and standard operating procedures on health workforce recruitment and deployment.
2. Identify best practices in health workforce performance management systems that improve productivity. Ensure that these practices are documented and available for consideration in adaptation of the civil service performance management system to the health sector.
3. Support the development of supportive supervision guidelines including mentoring, coaching and feedback.

4. Advice and support the review, development and implementation of a health worker motivation and retention.
5. Lead and direct a comprehensive strategy for building local capacity in managing the health workforce.
6. Collaborate with stakeholders to coordinate the activities and long-term agenda of the HRH Technical Working Group.
7. Represent the project at all senior level meetings.

Essential Functions

1. Offer technical leadership in sharing and developing new and improved strategies, tools and interventions for improved human resources management and productivity, and in documenting evidence of success or lack of success for the interventions.
2. Mentor MOH staff and build local professional capacity and expertise in human resources management and personnel policies and develop innovative strategies for building this local capacity at national and district levels.
3. Organize and lead work teams for assigned activities, including preparing budgets, tracking expenditures, ensuring work proceeds according to plans and timelines and ensuring the quality of the deliverables
4. Contribute to other HRH activities and work teams as assigned.

Qualifications & Experience

1. A postgraduate degree in Health related field, Health Economics, Human Resource Development/Management, Public Administration or equivalent qualification.
2. Experience in high level policy and strategic planning development and implementation.
3. Experience in interacting with senior policy decision makers.
4. Ability to work successfully in a large public sector setting.
5. At least 5 years' experience in HR systems development, strategic planning and management.
6. Proven expertise in creating and implementing sustainable HR innovations and practices.
7. Experience as a consultant in international health in the region or similar context
8. Excellent interpersonal, facilitation and communication skills.
9. Experience in project management with relevant experience in:
 - a. Developing work plans
 - b. Financial management
 - c. Managing donor funded projects

Contract Appointment

This appointment is a one year contract. Subject to availability of funding from the donor and satisfactory performance, the contract would be renewed for another one year period.

Method of Application

Interested and competent candidates should submit their applications comprising the following:-

- I. Cover letter expressing the candidate's motivation for the job and why the candidate feels suitable for the post.
- II. Copies of educational and professional certificates.
- III. Detailed and up to date curriculum vitae.
- IV. Names of three (3) referees with their contact/addresses and day phone numbers.

Deadline for the application

Applications should reach the addressee below by **1700hrs on 15th July 2014**. Submission of applications by email is highly encouraged. Only shortlisted candidates will be contacted.

Contact Details

The Director General
East, Central and Southern Africa Health Community
P.O.BOX 1009 Arusha, Tanzania
Tel: +255 27 2549362/5/6
Fax: +255 27 2549392
Email: vacancies@ecsa.or.tz with copies to dg@ecsa.or.tz and doid@ecsa.or.tz

Website: www.ecsahc.org

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