East, Central and Southern Africa Health Community

Advertisement

Post of Director of Operations and Institutional Development

The East, Central and Southern African Health Community (ECSA-HC) invites applications for the Post of Director of Operations and Institutional Development from suitably qualified persons who are nationals of Member States. The Member states are Kenya, Lesotho, Malawi, Mauritius, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe.

1. The Organization

The East, Central and Southern African Health Community (ECSA-HC) is a regional organisation set up in 1974 to promote the highest possible standards of health among member states. It is mandated to foster cooperation that will lead to the strengthening of health care programmes among member states in the region. The Secretariat implements its activities through four specific programme clusters, namely:

i. Family Health and Infectious Diseases;
ii. Non-Communicable Diseases, Food Security and Nutrition;
iii. Health Systems and Capacity Building; and
iv. Knowledge Management, Monitoring and Evaluation.

2.0 Overall Purpose of the Job

The Director of Operations and Institutional Development will lead, coordinate and provide policy, strategic and operations direction to the institutional activities and business of the organization as part of its strategic apex. The Director of Operations and Institutional Development will be accountable to the Director General.

3.0 Specific Responsibilities

i. As part of the Strategic Apex of the organisation, participate in the development of the ECSA Strategic Plans and Annual Work Plans.
ii. Provide the necessary operational support for the implementation of the annual work plans and strategic plan of the organization towards achieving annual work targets.

iii. Perform the Corporate Secretary role for the organisation and service the governance meetings of the organisation.

iv. Coordinate the planning and organisation of the corporate and governance meetings.

v. Advise and update the Director General on all Operational and Institutional Development issues.

vi. Ensure that excellent external relations are maintained with cooperating partners and the general public.

vii. Ensure that the operational systems enable departments to function effectively and efficiently in compliance with the tenets of good corporate governance.

viii. Give direction, build capacity and support the Procurement, Human Resources, IT and Administration functions of the organisation.

ix. Provide leadership in the development and implementation of Operations Management policies and processes of the organisation.

x. Participate in the mobilization of resources from member states and cooperating partners for the programme activities of the organisation.

xi. Lead and facilitate the ECSA-HC institutional development programs that include Leadership, Management and Diplomacy.

xii. Deputize the Director General in the day to day oversight and administration of the organization.

xiii. Perform any other duties as may from time to time be assigned by the Director General.

4.0 **Key Educational Qualifications and Professional Experience**

i. A basic degree in health, social sciences or law

ii. A Masters degree in health services management, health planning, public administration, business administration, business management or related field.

iii. Additional post graduate qualifications related to the leadership and management of health institutions will be an added advantage.

iv. At least 5 years of senior management experience as head of department with leadership, governance, administration, human resources, procurement and mentorship experience.

v. Experience in strategic planning, business planning and management.
vi. Experience in resource mobilisation, including proposal writing

vii. Experience and a very good understanding of politics, international relations, globalization and diplomacy are distinct advantages.

5.0 Essential Skills Required

i. Excellent leader with the ability to mentor and inspire confidence.

ii. Lateral thinker and excellent visionary

iii. Excellent advocacy and networking skills.

iv. Excellent written and spoken English skills

v. Competent trainer in leadership, management and diplomacy

vi. Excellent negotiator and diplomat

vii. Ability to work in a team, to work under pressure and to meet strict deadlines

viii. Excellent knowledge of good corporate governance, leadership and management systems and processes

ix. Very good computer skills

6.0 Remuneration and Package

An attractive remuneration package will be offered to the right candidate. The details of the package may be obtained on request from the Director General ECSA Health Community Secretariat (ECSA-HC) Arusha.

7.0 Contract Appointment

This is a three-year contract appointment renewable on the basis of performance and by mutual consent on the part of the employer and the employee.

8.0 Age

Applicants must be between 40 and 55 years of age.
9.0 **Method of Application:**

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

i. Brief Application Letter stating why the candidate feels suitable for the Post;

ii. Detailed Curriculum Vitae.

iii. Completed Application form for ECSA-HC posts (available under vacancies/opportunities > jobs on [www.ecsahc.org](http://www.ecsahc.org))

iv. Certified Copies of Educational and Professional Certificates.

v. Names of three (3) referees with their addresses including telephone, fax and e-mail.

vi. Letter supporting the application written by the Permanent/Principal Secretary of the Ministry of Health of the member state.

10.0 **Deadline for Applications:**

Applications should reach the address below by 14 July 2017

The Director General
East, Central and Southern Africa- Health Community
Plot 157 Oloirien, Njro Road
P.O. Box 1009
Arusha, Tanzania
Tel: Off: +255-27-250 8362/3; 250 4106
Fax: +255-27-254125/250 8292

E-mail: [vacancies@ecsa.or.tz](mailto:vacancies@ecsa.or.tz) with copies to [doid@ecsa.or.tz](mailto:doid@ecsa.or.tz)
Website: [www.ecsahc.org](http://www.ecsahc.org)

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

**Female candidates are encouraged to apply**

**EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY**