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

Vacancy for
Programme Coordinator
East, Central and Southern Africa College of Obstetricians and Gynecologists (ECSACOG).

The East, Central and Southern African Health Community (ECSA-HC) invites applications for the Post of Programme Coordinator for the East, Central and Southern Africa College of Obstetricians and Gynecologist (ECSACOG). The position is local (Applicants must be resident in the United Republic of Tanzania) and tenable at the ECSA Health Community Secretariat based in Arusha, Tanzania. The incumbent will report to the Secretary General (SG) for the College.

1.0 Background of 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 the attainment of the highest possible standards of health among member states. The Member States of the ECSA Health Community are Eswatini, Kenya, Lesotho, Malawi, Mauritius, Uganda, Tanzania, Zambia and Zimbabwe. Other countries covered by ECSACOG are Rwanda and Ethiopia.

2.0 Background of the Project

The East Central and Southern Africa College of Obstetricians and Gynecologists (ECSACOG) is a constituent college of the East, Central and Southern Africa College of Health Sciences (ECSA-CHS). It incorporates East Central and Southern African Association of Obstetrical and Gynecological Societies. The vision of the College is to be the reference body for reproductive health in the East, Central and Southern Africa and beyond. The college’s mission is to promote excellence in Reproductive health care in general and Obstetrics and Gynecology.

2.1 The objectives of the College include:

i. To promote, organize and conduct postgraduate education and training in Obstetrics and Gynecology and related specialties and allied disciplines
ii. To promote the highest level of skills, attitudes and efficiency in their practice;
iii. To promote and encourage research in Obstetrics and Gynecology and allied arts and sciences;
iv. To promote the integrity of the Medical and allied professions and to cultivate and maintain the highest ethical standards and professional conduct;
v. To arrange and conduct examinations of candidates for admission to the College of Gynecologists and/or such other examinations in the various branches of Human Medicine and allied arts and sciences as may from time to time be deemed appropriate;
vi. To award Membership and Fellowship or equivalent recognition to medical practitioners having special knowledge in one or other branches of Human Medicine or allied arts and sciences;

vii. To bring together Fellows, Members and Associate Members of the College periodically to advance the science and practice of Gynecology and its allied disciplines and for fellowship;

viii. To promote cooperation and work with bodies with similar aims and objectives.

3.0 Roles and Responsibilities

The ECSACOG Program coordinator will be responsible for the development, reporting, coordination of ECSACOG events and activities, general communication, monitoring and evaluation of training courses and creating visibility of ECSACOG at the all levels as follows:

3.1 Finance

i. Follow up with annual subscriptions from ECSACOG members

ii. Follow up with the country representatives to ensure that the funds for candidates are transferred to the ECSACOG account in Arusha

iii. Follow up on registration, examination and course fees

iv. Follow up projects and other funds as may be available

3.2 Administration

i. Facilitate the dissemination of ECSACOG courses and events to stakeholders

ii. Ensure list of affiliate Obstetrics and Gynecology societies and Associations events as available and shared widely with stakeholders

iii. Support the coordination of ECSACOG courses and events at the country level.

iv. Identify and reflect members’ needs and interests in order to ensure the operation of an effective network.

v. Provide the support necessary to build relationships and collaborations by actively developing connections between network members; convening meetings to connect members; and where necessary and or appropriate take up the role of Chief Executive Officer of the college

vi. Work with the SG of ECSACOG to develop a Leadership Team to design an action plan and raise new funds.

vii. Identify potential new members of the network and facilitate their active participation.

3.3 Communications and Visibility

i. Follow up on candidate registration with country representatives

ii. Reach out to country representative for urgent information required by the secretariat.

iii. Disseminate information to Obstetricians and Gynecologists and relevant in-country partners on ECSACOG courses

iv. Provide responses queries directed to the ECSACOG by stakeholders

v. Ensure the ECSACOG website is up to date with relevant information.

vi. Ensure good working relationship with other ECSA professional colleges and partners

vii. Distribute ECSACOG fliers, brochures to hospitals, societies, weblinks

viii. Advertise ECSACOG training programs to attract trainees
ix. Represent ECSACOG in fora as and when requested.

x. Regularly update the ECSACOG website together with the ECSACOG volunteer

### 3.4 Monitoring and Evaluation

i. Request/support compilation of Training Proposals and Progress Reports from Trainers/ coordinate on all trainings conducted in ECSA and submit to the Secretariat on a monthly basis.

ii. Provide an annual update of the surgical workforce database as registered with ECSACOG

iii. Report to the SG the issues affecting ECSACOG business on a monthly basis.

### 4.0 Qualifications and Professional Experience

i. A first degree in Business Administration, Public Administration, Health Services Management and any other related field. A Master’s degree in Business, Social Sciences or Health will be an added advantage.

ii. Minimum of three years’ work experience in administration and management

iii. Experience in coordinating/ managing training programs.

iv. Experience in working with regional and/or international organisations or in a multicultural environment is desirable

### 5.0 Essential Skills and Competencies Required

i. Good communication and report writing skills.

ii. Project management skills and experience

iii. Experience in using MS Office and common project management software packages

iv. Project management and resource mobilization skills

v. Team player with strong team work skills

### 6.0 Language:
Fluency in both spoken and written English.

### 7.0 Age:
Applicants must be aged between 30 and 50 years of age

### 8.0 Contract Appointment

This will be a one-year contract appointment renewable upon satisfactory performance and subject to availability of funding.
9.0 Method of Application

Those 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. Copies of Educational and Professional Certificates
iv. Names of three (3) referees with their addresses including telephone, fax and e-mail

Applications should reach the address below by 14th September 2019.

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@ecsa.hc.org; doid@ecsahc.org.
Website: www.ecsahc.org

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