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

Vacancy Advertisement
Administrative Officer, College of Anaesthesiologists for East, Central and Southern Africa (CANECSA).

The East, Central and Southern Africa Health Community (ECSA-HC) invites applications from suitably qualified persons for the Post of Administrative Officer for the College of Anaesthesiologists for East, Central and Southern Africa (CANECSA). The position is local (applicants must be resident in the United Republic of Tanzania) and is 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.

2.0 Background of the College of Anaesthesiologists for the East, Central and Southern Africa (CANECSA).

The College of Anaesthesiologists for East Central and Southern Africa (CANECSA) was inaugurated in 2011 to address the critical shortage of anaesthesiologists in the region, with membership in ECSA HC Member Countries (Eswatini, Kenya, Lesotho, Malawi, Rwanda, Tanzania, Uganda, Zambia and Zimbabwe) and beyond, with aim of advancing education, standards, and research in the practice of safe anaesthesia and critical care for the people of East, Central, Southern Africa and beyond. For this to be achieved the college offers a common training program with a common examination for an internationally recognized anaesthesia and critical care qualification.

3.0 Duties and Responsibilities

3.1 Finance
   i. Follow up with annual subscriptions from CANECSA members
   ii. Follow up with the country representatives to ensure that the funds for candidates are transferred to the CANECSA account in Arusha
   iii. Follow up on registration, examination and course fees
   iv. Follow up projects and other funds as may be available
   v. Make CANECSA sustainable beyond the first year, through exploring creative grant applications and linking with other programs e.g. training and research.

3.2 Administration
   i. Facilitate the dissemination of CANECSA courses and events to stakeholders
   ii. Ensure list of affiliate Anaesthesiologists Societies/Associations events as available and shared widely with stakeholders
   iii. Support the coordination of CANECSA 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 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 Secretary General of CANECSA 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.

viii. Collect, collate and enter anaesthesiologist workforce data into the CANECSA anaesthesiology workforce database.

ix. Record participation and usage metrics, and conduct other administration of CANECSA e-learning platforms as required.

x. Maintain up-to-date financial records and provide timely and accurate financial reports.

xi. Support the administration and conduct of CANECSA written and clinical examinations.

3.3 Communication and Visibility

i. Follow up on candidate registration with country representatives.

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

iii. Disseminate information to anaesthesiologists and relevant in-country partners on CANECSA courses.

iv. Provide responses to queries directed to CANECSA by stakeholders.

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

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

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

viii. Advertise CANECSA training programs to attract trainees.

ix. Represent CANECSA in various fora as and when requested.

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 anaesthesiology workforce database as registered with CANECSA.

iii. Report to the Secretary General the issues affecting CANECSA business on a monthly basis.

4.0 Qualifications and Professional Experience

i. A basic degree in Administration, Management, Education or related disciplines.

ii. Relevant Master’s Degree/Postgraduate qualifications will be an added advantage.

iii. Minimum of three (3) years’ experience in administration or academic training institutions.

iv. Knowledge of office management systems and procedures.

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

5.0 Essential Skills Required

i. Good communication and report writing skills.

ii. Management, interpersonal and networking skills.

iii. Ability to work under pressure to meet deadlines.

iv. Good negotiation and analytical skills.

v. Team player with strong team work skills.
6.0 Contract Appointment and Remuneration Package
This is a one year performance-based contract that may be renewable upon satisfactory performance, and subject to availability of funds and mutual agreement between the employee and the employer. An attractive package will be offered to the right candidate.

7.0 Method of Application
Suitably qualified candidates are encouraged to apply for the post by submitting a brief application letter justifying the suitability of the candidate for the post, a detailed CV, Copies of Educational, Professional Certificates and other testimonials. Names, addresses and contact details (telephone, fax and e-mail) of three referees. All applications should be sent electronically, with supporting documents as attachments.

8.0 Deadline for Applications
Applications should reach the address below by 28th February 2020.
The Director General
East, Central and Southern Africa-Health Community
Plot 157 Oloirien, Njirio Road
P.O. Box 1009 Arusha, Tanzania
E-mail: vacancies@ecsahc.org with copies to regsec@ecsahc.org; doid@ecsahc.org;
Website: www.ecsahc.org

ECSA-HC is an equal opportunity employer, and female candidates are encouraged to apply.

For further information please visit our website: www.ecsahc.org