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

Vacancy Advertisement
Programme Officer, East, Central and Southern Africa College of Nursing (ECSACON).

The East, Central and Southern Africa Health Community (ECSA-HC) invites applications from suitably qualified persons, who are nationals of Member States for the Post of Programme Officer for the East, Central and Southern Africa College of Nursing (ECSACON). 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 President of 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 East, Central and Southern Africa College of Nursing (ECSACON).
The East, Central and Southern Africa College of Nursing (ECSACON) of the ECSA Health Community is a non-profit professional body for nursing and midwifery which was established in 1990. The college is responsible for promoting and strengthening nursing and midwifery in the ECSA region. The underlying principles that lead to the formation of ECSACON include harmonization of the nursing and midwifery standards and practice as well as nursing education and leadership for improved performance of health care system. The college operates and draws its membership from 16 countries including Botswana, Kenya, Lesotho, Mozambique, Malawi, Mauritius, Namibia, Rwanda, Seychelles, South Sudan, South Africa, Eswatini, Tanzania, Uganda, Zambia and Zimbabwe.

3.0 Duties and Responsibilities
3.1 Management and Administration
i. Plan, coordinate and implement ECSACON activities in collaboration with the ECSACON Executive Committee and the Manager, Health System and Capacity Development cluster
ii. Act as a liaison officer between the Executive Council of the College and country teams and ECSA College of Health Sciences
iii. Prepare for ECSACON constitutional and governance reviews and process any recommendations by the General Assembly.
iv. Compile various databases for use by the College and other organizations.
v. Maintain an active membership register of the College.
vi. Liaise and collaborate with other organizations/bodies in carrying out College functions.
vii. Ensure that ECSACON is run in accordance with the stipulations in its constitution and by-laws.

viii. Manage consultants contracted by ECSACON on specific assignments.

ix. Draft terms of reference for ECSACON consultants

x. Plan, organize and convene ECSACON meetings and conferences.

xi. Coordinate the development and implementation of ECSACON Fellowship Program in consultation with the Executive and other relevant stakeholders

xii. Perform any other duties as may be necessary for the attainment of the objectives of the College and the ECSA Health Community

3.2 Resource Mobilization and Partnerships

i. Lead and/or coordinate mobilization of resources for ECSACON.

ii. Work with Executive to develop and implement debt recovery from member countries

iii. Make ECSACON operations sustainable through exploring creative grant applications and linking with other programs e.g. training and research.

iv. Explore partnerships that would be beneficial to the growth of ECSACON

3.3 Finance

i. Budget and maintain finances of the College in collaboration with ECSACON Executive

ii. Follow up annual subscriptions from ECSACON members through the country designated points of collection

iii. Follow up on registration, examination and course fees

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

3.4 Communication and Visibility

i. Ensure the ECSACON website is up to date with relevant information and regular update of ECSACON social media handles

ii. Reach out to college officials in the countries for urgent information required by the secretariat.

iii. Disseminate information to nursing and midwifery and partners on ECSACON activities including professional development courses

iv. Provide responses to queries directed to ECSACON by stakeholders

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

vi. Coordinate the development and distribution of ECSACON fliers, brochures and other promotional materials to stakeholders and other partners

vii. Advertise ECSACON training programs to attract trainees

viii. Represent ECSACON in various fora as and when requested by the college executive.

ix. Improve ECSACON branding

x. Mobilize articles for the Nursing and Midwifery Journals
3.5 Monitoring and Reporting
i. Report to the President of the college on a regular basis on the progress with implementation of activities
ii. General the issues affecting ECSACON business on a monthly basis.
iii. Provide a comprehensive semi-annual and annual report to the college executive
iv. Ensure that activities of ECSACON are documented and that the guidelines, tools, reports and better practices are widely disseminated across ECSA and reported on.
v. Support the establishment/strengthening of nurse and midwife workforce database for the ECSA region

4.0 Qualifications and Professional Experience
i. A basic Degree in Administration, Management, Education or related disciplines with at least 3 years of experience in program management or related field
ii. Master’s Degree/Postgraduate qualifications in public health, public administration and management or related disciplines with a minimum of 1 year experience in programme management or related field
iii. Training in Nursing and/or Midwifery is an added advantage
iv. Experience in finance, administration, and management, developing and tracking budgets, logistics and operations.
v. Experience in mobilizing resources and establishing win-win partnerships
vi. Experience in managing projects.
vii. Knowledge of office management systems and procedures
viii. Experience in working with regional and/or international organizations or in a multicultural environment is desirable.

5.0 Essential Skills Required
i. Ability to work and communicate with a diverse group of people of various nationalities and cultural backgrounds
ii. Strong oral and written communication skills, including editing skills. Proficient in Microsoft Office software including Word, Excel, and PowerPoint
iii. Demonstrates innovation including ideas, methods, solutions or initiatives that result in improvement of ECSACON’s performance and meeting objectives.
iv. Management, interpersonal and networking skills
v. Knowledge and skills in conducting and facilitating training
vi. Basic research and report writing skills
vii. Good contextual knowledge of national, regional and international health issues and priorities.
ix. Able to work under pressure and meet deadlines
x. Good negotiation and analytical skills
xi. Project management skills and experience
xii. Team player with strong teamwork skills

6.0 Contract Appointment and Remuneration Package
This is a one year performance-based contract that may be renewable upon satisfactory performance, and is 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 **21st August 2020**.
The Director General
East, Central and Southern Africa-Health Community
Plot 157 Oloirien, Njro 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

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