



EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY

Vacancy Announcement

College of Surgeons of the East, Central and Southern Africa (COSECSA).

Title: Academic/Records Assistant

Reports to: Chief Executive Officer, and responsible to the Registrar

1.0 Background of the Organization

The East, Central and Southern Africa Health Community (ECSA-HC) is a regional organization set up in 1974 to foster cooperation leading to the strengthening of health programs in the region and promote attainment of the highest possible standards of health in its member countries. The Member States of the ECSA Health Community are Kenya, Lesotho, Malawi, Mauritius, Eswatini, Tanzania, Uganda, Zambia and Zimbabwe.

2.0 Background of the College of Surgeons for the East, Central and Southern Africa (COSECSA).

The College of Surgeons for the East, Central and Southern Africa (COSECSA) is a professional body that fosters postgraduate education in surgery. The college delivers a common surgical training programme with a common examination and an internationally recognized surgical qualification. The primary objective is to advance education, training, standards, research and practice in surgical care in the ECSA region. The College currently operates in 14 countries in the Sub-Saharan region: Kenya, Botswana, Burundi, Ethiopia, Malawi, Mozambique, Namibia, Rwanda, South Sudan, Sudan, Tanzania, Uganda, Zambia and Zimbabwe.

3.0 Overall Purpose of the Job

The ECSA-HC is inviting applications from suitably qualified persons who are nationals of Member States for the post of Academics /Records Assistant (ARA) for the College of Surgeons for the East, Central and Southern Africa (COSECSA). This position is responsible for the management and administration of academic Programmes at COSECSA and the day-to-day coordination of the activities of the office of the Registrar.

The Academic/Records Assistant (ARA) will be responsible for the effective and efficient administration and management of all academic, training, research, membership, fellowship and hospital accreditation as well as records management, ensuring the integrity and security of all records, to the point of verification, in collaboration with the Registrar and Chair, Examination and Credentials Committee. The person in this position will be a member of a team in the Secretariat that manages all examination matters and academic support services of the College.

4.0 Duties and Responsibilities

He/she will be responsible for the core functions of the Registrar's office; Certification, Quality assurance of the training programme - Trainers and Training sites, review and authentication of examination results, custodian of key College Documents, reviewing/updating the College Training Documents and upholding the criteria for credentialing of specialties and curriculum in various COSECSA training sites, among many others.

4.1 Strategic

- i. Support the development of policies, strategies and programmes that contribute to the implementation of the mandate of the Office of the Registrar
- ii. Coordinate the Registrar's office Operations and act as a point of contact for queries addressed to the Registrar's Office
- iii. Assist in providing the administrative and logistical support for the preparation, conduct and follow-up of the meetings and other activities of the Registrar
- iv. Coordinate and facilitate activities of COSECSA registration and recognition in Member Countries
- v. Provide support to the Registrar regarding Scholarships, Accreditation of Training sites and guide processes and decisions.
- vi. Support the Chief Executive Officer by contributing to future strategies and where need be representing the Office of the Registrar at meetings.
- vii. Facilitate the College Training Programme at all levels such that the Training Team (Programme Directors) provides appropriate services
- viii. Work with the Secretariat team in charge of Trainee Registration, Education, Examination, and other key central sections of the College
- ix. Be proactive and collaborative in supporting the development of improved systems and processes
- x. Assist with marketing the College as and when required to promote increased applications and high retention rates
- xi. Prepare periodic reports as required including College Training, credentialing, scholarships, accreditation, and COSECSA in-country recognition
- xii. Work with the COSECSA team to develop activity work plans before the implementation of activities.
- xiii. Work with the Registrar to formulate and implement policies and propose new ones as and when required.
- xiv. Ensure the Registrar's Office runs smoothly and effectively and provides assistance and guidance where necessary.
- xv. Facilitate CPD management/accreditation.
- xvi. Secretary to the Scholarship Board

4.2 Records Management

- i. Custodian of the College Training Programme Policy/Key documents (Syllabus, Curriculum, Training Manual, PDs TORs, Accreditation, Country Membership, COSECSA recognition)
- ii. Assist in managing documents, information, knowledge and records;
- iii. Advise and assist in digitizing and modernizing continuously the management and custody of documents, information, knowledge and records in the Registrar;
- iv. Assist in preparing statements, reports/conclusions and other relevant tasks as required;
- v. Responsible for the confidential management of trainee records including special cases for Council considerations

4.3 Specific Responsibilities

Scholarship Management Support

- i. Compile, collate and summarize all Scholarship applications received through the Registrar.
- ii. Perform a secondary review of all scholarship applications in line with the criteria.
- iii. Prepare a final report of the recommended applicants to share with the CEO for scholarship board approval.
- iv. Counter check applicants with the COSECSA Database.
- v. Communicate to the Collaboration Partner the final list of successful applicants and their application documents.
- vi. Send Scholarship Award Letters/Grants to the successful applicants and facilitate the signing of Grant Agreements between the grantor and grantee.
- vii. Follow up with all scholarship recipients and make sure annual records are submitted and kept
- viii. Liaise with and provide feedback to scholarship donors
- ix. Support the Registrar to track and update all Scholarship programmes and in collaboration with the Education Officer at the Secretariat.

Fellowship and membership Management

- i. Facilitate the Chair Examination and Credentials committee and the Registrar to credential/elect Members and Fellows of the College
- ii. Receive and process all applications for fellowship and member specialist by-election
- iii. Process documents and submit them to the registrar, and the ECC chair
- iv. Keep a very updated record of all members, member specialists and fellows of the college
- v. Upon confirmed passed candidates, assist the Senior Examination Officer in preparation and printing the Certificates and transcripts
- vi. Draft congratulatory letters to new Fellows and Members by Election
- vii. Responsible for liaising with the newly admitted Fellows and Members by Election upon their Council approval.
- viii. Follow up on their Membership payments upon their Council Approval
- ix. Support the distribution of the certificates upon confirmation of payment of graduation, Fellow/Member by Election application fees.
- x. In Collaboration with the Education Officer, compile a list of Council approved accredited and re-accredited hospitals
- xi. Draft and disseminate communication to Accredited/Re-Accredited Hospitals

Hospital accreditation

- i. Support the Registrar to handle the Hospital Accreditations in all COSECSA Countries
- ii. Receive and process all applications for hospital accreditation and re-accreditation
- iii. Compile all re/accreditation applications received through the Registrar and share with ECC chair before council meetings.
- iv. Compile a list of Council approved accredited and re-accredited hospitals
- v. Support the production of the Hospital Accreditation/Re-Accreditation Certificates.
- vi. Provide Communication to Country Representatives and Program Directors regarding their Hospital Accreditation Status.
- vii. Communicate with accredited hospitals, and make sure all accreditation processes are recorded and updated
- viii. Keep a very updated record of all accredited training sites
- ix. Send out renewal of accreditation reminders
- x. Manage and update the database records for COSECSA Hospital Accreditation and generate detailed reports for the CEO, Registrar and ECC Chair for the Status of each COSECSA Hospital.

Examinations and credentialing

- i. Serve as custodian of all curricula, syllabi and academic records
- ii. Support the secretariat in all matters related to examinations and credentials as directed by the CEO
- iii. Be responsible for (Prepare and record) all credentials and certificates: including membership, member specialist, and fellowship certificates student awards and certificates, hospital accreditation certificates and plaques, examiners certificates, honorary fellows, retiring council members and other certificates
- iv. Generate recommendation letters for fellows upon the approval of the CEO
- v. Support the planning and organizing of the Graduation ceremony of the College in liaison with the Finance and General Purposes Committee Chair and the host Country.
- vi. In liaison with the Research Office, archive all volumes of the ECAJS and records
- vii. Monitoring and evaluating all credentialing activities and submitting periodic reports for presentation to the Executive and Council through the Registrar
- viii. Work with the Chair, Examination and Credentialing to ensure all policies and procedures related to Credentialing are respected and submission of related reports to the Registrar are carried out on time.
- ix. Ensure strict internal controls to ensure compliance with legal requirements and support the COSECSA team to adhere.
- x. Ensure proper documents are maintained and accessible.
- xi. Facilitate approvals/recognition/certification/accreditation of COSECSA qualifications with other Accreditation bodies (ECFMG etc)

4.4 Facilitate the preparation and production of College Certificates

- i. Upon receipt of confirmed passed candidates, assist the Senior Examination Officer in printing the Certificates
- ii. Support the distribution of the certificates upon confirmation of payment of graduation, Fellow/Member by Election application fees.
- iii. Support the production of the Hospital Accreditation/Re-Accreditation Certificates.

4.5 Programme and Technical Support

- i. Support the Chief Executive Officer in the development of proposals/concept notes and activity proposals to new and existing donors
- ii. Support the Chief Executive Officer in the compilation of narrative reports for submission to the Collaboration Partners
- iii. Work with the examination and education officers to ensure a systemic training programme for the College
- iv. Compile reports in conjunction with relevant COSECSA staff.
- v. Attend to other activities as requested by the CEO

5.0 Qualifications and Work Experience

5.1 Education

- i. An undergraduate and Master's Degree in social sciences, science/medicine, public health, global health, education/pedagogy, medical education, international development, or any other related discipline
- ii. Experience in a registrar/academic records role in an academic institution
- iii. Training in pedagogy is recommended
- iv. Digital management & custody of documents, information, knowledge and records
- v. A qualification in an Education Management IT Programme will be an added advantage

5.2 Work Experience and Knowledge

- i. At least 5 years of relevant, progressive experience in managing an education programme within international organizations or training institutions, preferably in the Higher Education Sector will be an added advantage.
- ii. Demonstrated track record and experience in the development, planning, implementation, and evaluation of training programmes;
- iii. Working knowledge of student/trainee information management system
- iv. Experience and sensitivity to working with people from a wide range of cultures and ability to collaborate effectively across departments and organizations
- v. Capacity to manage a busy office when acting as deputy for the Registrar
- vi. Knowledge of education regulations, overseas qualifications, and international educational qualifications especially in the Surgical field
- vii. Good working knowledge of standard IT systems and databases
- viii. Experience in developing and implementing systems and processes
- ix. Experience in maintaining clear and accurate records

6.0 Essential Skills and Competencies Required

- i. Demonstrate poise, tact, integrity, and professionalism
- ii. proficient in research, mathematical procedures and computer functions with sound problem-solving and analytical skills.
- iii. Excellent written and oral communication skills, with a high level of accuracy and attention to detail
- iv. Computer literacy and analytical skills
- v. Excellent knowledge of report writing and presentation skills.
- vi. Excellent organizational and time management skills
- vii. Capacity and experience to work in a multicultural environment
- viii. Programme management skills and experience
- ix. Capacity to perform multiple tasks and work under pressure

7.0 Language

Fluency in both spoken and written English

8.0 Age

Applicants must be aged between 25 and 40 years of age

9.0 Contract Appointment

This will be a two-year contract appointment renewable upon satisfactory performance and subject to the availability of funds.

10.0 Remuneration Package

An attractive package at the Assistant level will be offered to the right candidate.

11.0 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)
- iv. **Certified** copies of Educational and Professional Certificates
- v. Names of three (3) referees with their addresses including telephone and e-mail

Applications that have not met all of the above set criteria will not be accepted. Only candidates who have met all the requirements of the post and have been selected for an interview will be contacted.

Applications should reach the address below by **28th July 2023**.

The Director General

East, Central and Southern Africa-Health Community

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Website: www.ecsahc.org

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