



EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY

Vacancy Announcement

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

Job Title: Admissions Assistant

Reports to: Chief Executive Officer (Line Manager) and, the Chair - Examination and Credentials Committee (ECC) and Chair - Education, Scientific and Research Committee (Program Managers).

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.

1.0 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.

2.0 Overall, Purpose of the Job:

Administer all functions of the admission office including but not limited to; Trainees Program Entry/registration, Examination Registration Support, Progressive Assessments, Support Examinations Processes and overall Trainees support. The Admissions Assistant will work closely with the Senior Examination Officer.

3.0 Duties and Responsibilities:

3.1 Management of Trainees' Program Entry (Registration):

- a. Responsible for all programme entry applications (MCS and FCS)
- b. Responsible for timely announcement of all registration notices and deadlines
- c. Receives all registration applications
- d. Seeks approval from the Country Representatives and Programme Directors.
- e. Support the Finance officer in following up on payments upon approval of the applications by the Country Representatives.

- f. To finalize applications of trainees upon receipt of confirmation of payment from the Finance Officer and update the system
- g. Produce and distribute Trainee identification numbers and update all trainees' records accordingly.
- h. Assign Programme Entry Numbers (PEN) to new trainees
- i. Share the final list of all approved newly enrolled trainees
- j. Maintain accurate up-to-date records of Programme entry and trainees enrolled in the programme, using data systems to ensure efficient and effective management and reporting of data when needed
- k. Attend to Programme Entry queries and any other general queries from trainees and trainers as they may arise.
- l. To develop reports upon closure of Programme Entry window
- m. To facilitate the creation of MCS and FCS New trainees' logins for all E-learning
- n. Platforms
- o. In liaison with the Academic/Records Officer, communicate with Alumni for lost degrees, transcript generation
- p. Handle Trainee transfers from one site to the other in liaison with the Country Reps and ECC Chair.

3.2 Examination Support

- a. Assist in Part I and Part II exams of the College as requested by the Senior Examination Officer or the CEO. This may involve travel.
- b. Responsible for timely announcement of all registration notices and deadlines
- c. Receives all examination registration applications
- d. Seeks approval from the Country Representatives and Programme Directors.
- e. Support the Finance officer in following up on payments upon approval of the applications by the Country Representatives.
- f. To finalize applications of examination candidates upon receipt of confirmation of payment from the Finance Officer and update the system
- g. Maintain accurate up-to-date records of exam candidates enrolled in the programme, using data systems to ensure efficient and effective management and reporting of data when needed
- h. Submits the final list of exam candidates to the examinations officer
- i. Contribute to the operational management of the central examinations team and take responsibility for overseeing the examinations on a designated examination site.
- j. Disseminate information to trainees and examiners to ensure that they are aware of and comply with examination procedures and regulations.
- k. Supports the senior examination officer to coordinate the confirmation of candidates sitting for exams.
- l. To support the production of reports upon closure of registration window
- m. Respond to registration queries as they may arise.

3.3 As part of the wider role within the College, the Admission Assistant will also:

- a. Work as part of the wider team to support other people at busy times as well as participate in secretariat collective activities including:
- b. Development and implementation of strategic plans
- c. Annual Workplan and budgeting
- d. Proposal development
- e. Engage actively in the performance review process
- f. Comply with any reasonable requests from the CEO to undertake other work
- g. To attend other administrative activities as requested

4.0 Qualifications and Work Experience

4.1 Education

- a. Bachelor of Business Information Technology
- b. A Master's Degree in Management Information Systems is an added advantage
- c. Digital Management of trainees/student enrolment and examination processes is highly desired
- d. A qualification in an Education Management IT Programme will be an added advantage

4.2 Work Experience and Knowledge

- a. At least 5 years of relevant, progressive experience in Big data management and analysis
- b. At least 3 years of Data engineering, design and maintenance of data systems and databases.
- c. Working knowledge of student/trainee information management system
- d. Dashboard design for data visualization, analytics and reporting.
- e. Demonstrated track record and experience in the development, planning, implementation of IT/Data Management Projects
- f. Experience and sensitivity to working with people from a wide range of cultures and ability to collaborate effectively across departments and organizations
- g. Capacity to manage a busy office and coordinate with various offices
- h. Good working knowledge of standard IT systems and databases
- i. Experience in developing and implementing systems and processes

5.0 Essential Skills and Competencies Required

- a. Demonstrate poise, tact, integrity, and professionalism
- b. proficient in computer functions with sound problem-solving and analytical skills.
- c. Excellent written and oral communication skills, with a high level of accuracy and attention to detail
- d. Computer literacy and analytical skills
- e. Excellent knowledge of report writing and presentation skills.
- f. Excellent organizational and time management skills
- g. Capacity and experience to work in a multicultural environment
- h. Programme management skills and experience
- i. Capacity to perform multiple tasks and work under pressure

6.0 Language

Fluency in both spoken and written English

7.0 Age

Applicants must be aged between 25 and 40 years of age

8.0 Contract Appointment

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

9.0 Remuneration Package

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

10.0 Method of Application

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

- a. Brief Application Letter stating why the candidate feels suitable for the Post
- b. Detailed Curriculum Vitae.

- c. Completed Application form for ECSA-HC posts (available under vacancies/opportunities jobs on www.ecsahc.org)
- d. Certified copies of Educational and Professional Certificates
- e. 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

Plot 157 Oloirien, Njiro 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

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