



EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY

Vacancy Announcement

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

Title: Information Technology (IT) Assistant

Reports to: Chief Executive Officer

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, Swaziland, 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:

To provide IT management function of the College. The IT Assistant will play a leading role in the management of technological aspects of the College, including online and offline IT infrastructure and developing content for the college social media handles. He/she will also support the planning, coordinating and delivery of all College Examinations. The IT Assistant's role involves supporting the Examination and Credentials Committee and the entire College leadership in providing in-depth IT expertise as well as handling all the day-to-day IT tasks which include addressing complaints and resolving problems; IT security, development, infrastructure, technical analytics, and systems support.

4.0 Duties and Responsibilities:

4.1 ICT management:

- a. Custodian of all software including salesforce
- b. Responsible for driving implementation of best practices for optimizing IT infrastructure and operation costs and improving systems performance

- c. Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations, and outages.
- d. Designing training programs/orientations and workshops for staff on ICT systems
- e. Provides technical guidance and assistance to other staff.
- f. Develop and operationalize the College information technology strategy.
- g. Recommend short- and long-term IT goals and objectives to the College.
- h. Provide expert and strategic advice to members of the leadership team on all technology matters affecting the College.
- i. Provide leadership and guidance to IT department to achieve secure, reliable, and cost-effective operations of IT infrastructure and applications.
- j. Preserves IT assets, information security and control structure, Manages the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems, including servers, PCs, operating systems, hardware, software, peripherals, and e-Learning platforms
- k. Information Technology support for the development of the college through new systems as well as providing IT support and expertise to the secretariat, to trainees, to trainers and for new developments for efficient work. E.g., in-person Examiner verification system.

4.2 Database Management

- a. Updating COSECSA's Databases and performing data clean up. These include trainee, exam candidates, examiners, fellows, members and partners
- b. Generating and providing data upon requests from partners, Council and approved research proposals with support from secretariat.
- c. Developing and storing various college reports and minutes to support College activities.
- d. To strategize further expansion and improvement of college database
- e. To produce reports as and when needed.

4.3 Branding and Communication:

- a. Manage the College Social Media Accounts
- b. Generate and maximize positive media coverage
- c. Manage a bank of messages for social media platforms
- d. The focal person on the College social media platforms
- e. Liaise with the Collaboration Partners on joint communications and announcements
- f. Act as a liaison between the College, the public, and the media (where necessary) to ensure that the image remains top of mind.
- g. Send out communications to target audiences on various opportunities.
- h. With support from the administrative officer, Develop and send the COSECSA E-Newsletter
- i. Graphic Designing of promotional material for the College (banners, Fliers, Annual Reports, Brochures, booklets, Designs for the website and social media and annual events.)
- j. Media coverage in terms of photography/ minor videography at the College annual events and other workshop if available
- k. Admin support on various Whatsapp groups.

4.4 College Website Management

- a. Write, edit, and distribute content, including website content and other material that communicates the College's activities

- b. Maintain the college website in terms of posting news, events and updating the website information as well as developing new modules as they will be needed.

5.0 Qualifications and Work Experience

5.1 Education

- a. Bachelor's Degree in Information Technology or related field
- b. A Master's degree in a related field will be an added advantage
- c. A certificate in graphics design, database management will be desirable

5.2 Work Experience and Knowledge

- a. At least 5 years of relevant, progressive experience in information technology management
- b. At least 3 years of Data engineering, design and maintenance of data systems and databases
- c. Demonstrated track record and experience in branding and communication
- d. Excellent working knowledge of social media content development
- e. Knowledge of Microsoft Dynamics Navision ERP system installations and user support.
- f. Support in user account access provisioning.
- g. ICT Equipment repairs maintenance.
- h. Support in configuring data collection tools and relevant devices.
- i. Capacity to manage a busy office and coordinate with various offices
- j. Excellent working knowledge of standard IT systems and databases
- k. Experience in developing and implementing systems and processes

6.0 Essential Skills and Competencies Required

- a. Demonstrate poise, tact, integrity, and professionalism
- b. proficient in development content for social media
- c. Excellent written and oral communication skills, with a high level of accuracy and attention to detail
- d. Excellent knowledge of report writing and presentation skills.
- e. Excellent organizational and time management skills
- f. Capacity and experience to work in a multicultural environment
- g. 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:

- 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

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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