



**East, Central and Southern Africa  
Health Community  
(ECSA-HC)**

**Vacancy Advertisement**

**Post of Manager, Knowledge Management, Monitoring and Evaluation**

The East, Central and Southern African Health Community (ECSA-HC) invites applications for the Post of Manager, Knowledge Management, Monitoring and Evaluation from suitably qualified persons who are nationals of Member States. The Member states are Eswatini, Kenya, Lesotho, Malawi, Mauritius, Tanzania, Uganda, Zambia and Zimbabwe. The position is tenable at the ECSA Health Community Secretariat in Arusha.

**1.0 The Organization**

The East, Central and Southern African Health Community (ECSA-HC) is a regional organisation set up in 1974 to promote the highest possible standards of health among member states. It is mandated to foster cooperation that will lead to the strengthening of health care programmes among member states in the region. The Secretariat implements its activities through four specific programme clusters, namely:

- i. Family Health and Infectious Diseases;
- ii. Non-Communicable Diseases, Food Security and Nutrition;
- iii. Health Systems and Capacity Building; and
- iv. Knowledge Management, Monitoring and Evaluation.

**2.0 Broad Purpose of the Post**

The overall purpose of the Job will be to develop a comprehensive system to collect, document, analyze and share information and knowledge on health in order to enable transparent, objective and effective communication about the efforts being made to improve the health status of the people of the region. The Knowledge Management, Monitoring and Evaluation Manager will be responsible for the introduction,

management and coordination of Knowledge Management, Monitoring and Evaluation systems at different levels, in collaboration with stakeholders and partners.

### **3.0 Specific Responsibilities**

#### **a. Monitoring and Evaluation**

- i. Design/improve and implement M&E performance frameworks, tools, and guidelines for monitoring and assessing project/program performance in alignment with organizational goals and donor requirements.
- ii. Track key performance indicators (KPIs) and progress against established targets and prepare periodic reports, for presentation to relevant ECSA-HC bodies and key stakeholders.
- iii. Document and share lessons learnt and best practices
  - i. Oversee data collection processes to ensure data accuracy, timeliness, and quality as well as analyze quantitative and qualitative data to assess project performance and provide insights for decision-making.
  - ii. Fostering Knowledge Management, participatory planning, monitoring and evaluation through establishing and maintaining links with ECSA-HC Member States and Partners.
- iii. Developing Monitoring and Evaluation capacity building programmes for ECSA Secretariat staff and staff in the M&E Departments of Member States.
- iv. Mobilizing resources for Knowledge Management, Monitoring and Evaluation for the ECSA Secretariat and to support Knowledge Management, Monitoring and Evaluation activities in the Member States.
- v. Coordinating and supporting the work of the ECSA-HC Monitoring and Evaluation Expert Committee and the ECSA-HC Research Advisory Panel.
- vi. Lead or coordinate impact evaluations, mid-term reviews, and end-line evaluations for projects and programs as well as ECSA-HC Strategic plan.
- vii. Continuously developing, monitoring and reviewing the overall Knowledge Management, Monitoring and Evaluation framework for the ECSA Health Community, its Policy framework, Strategies, Resolutions and Plans in consultation and collaboration with Member States;

#### **b. Knowledge Management**

- i. Developing and implementing an ECSA Knowledge Management, Monitoring and Evaluation electronic information management systems to collect and process data and guide the development, utilization and maintenance of databases
- ii. Providing technical expertise to facilitate effective utilization of Knowledge Management, Monitoring and Evaluation systems by ECSA HC Programmes and Member States.
- iii. In liaison with the ICT unit, develop and maintain a comprehensive database to store M&E data, project documents, and knowledge resources.
- iv. Providing technical expertise in health systems and operational research for policy and action.
  - v. In consultation with ECSA-HC Clusters Manager develop policy and information briefs on identified priority areas.
- vi. Develop and strengthen ECSA-HC specific Advocacy centres in all member states

- vii. Providing information and Knowledge Management updates for the ECSA-HC Website.
- viii. Facilitate the building of capacity within the ECSA-HC Secretariat and in member states on knowledge management.
- ix. Develop and implement in liaison the ECSA-HC Corporate Services the ECSA branding and advocacy strategy aimed at improving the visibility of ECSA-HC in the region.

**c. Other duties**

- i. Perform any other related functions and duties as may be assigned by the supervisor.

**4.0 Minimum Entry Qualifications**

**a. Education**

- i. Basic Degree in Economics, Monitoring & Evaluation, Health informatics, Social Sciences, Biostatistics, Medical or Health Sciences and;
- ii. Post Graduate degree in Monitoring & Evaluation, Public Health, Health Systems Planning, Health Economics, Biostatistics, Management, Health Promotion, Health Information Management, Business Administration or any other relevant medical or social sciences discipline.

**b. Work Experience**

- i. A minimum of 5 years of professional “hands on” working experience in a Knowledge Management, Monitoring and Evaluation, or other project management role in a health or related organization and in a national or international context
- ii. Strong analytical skills for qualitative and quantitative data analysis
- iii. Experience in compiling, analyzing and reporting on health statistics
- iv. Experience in the installation and implementation of (electronic) systems of monitoring and evaluation of health programs
- v. Experience in knowledge management
- vi. Experience in training and ability to organize, train and support staff on needs assessment, project design, implementation monitoring and evaluation
- vii. Solid understanding of and experience with strategic, organizational and management issues as well multi-stakeholder processes and negotiations
- viii. Good contextual knowledge of national, regional and international health issues and priorities.

**c. Essential Skills and Competencies Required**

- i. Affinity for Monitoring and Evaluation and explicit interest in systems strengthening
- ii. Systems/strategic thinker, with strong problem solving skills and quantitative/qualitative analytical abilities;

- iii. Highly computer and data management literate, high proficiency in Microsoft Word, PowerPoint and Excel with skills in data processing and information analysis including knowledge of statistical packages and applications such as SAS/SPSS/STATA.
- iv. Pragmatic, action-oriented, implementation focused, well organized, initiator, independent worker and problem solver
- v. Team player with strong relationship and teamwork skills with the ability to work in a multi-disciplinary and multi-cultural teams,
- vi. Strong management skills and relevant experience
- vii. Rigorous, structured, implications-focused and with the ability to quickly process and absorb new information
- viii. Strong resource mobilization and project management skills
- ix. Political astuteness, diplomatic and with good negotiation skills.

**5.0 Language:** Fluency in both spoken and written English.

**6.0 Age:** Between 40 and 55 years of age.

### **7.0 Remuneration Package**

An attractive remuneration package will be offered to the right candidate. The details of the package may be obtained on request from the Director General ECSA-HC Health Community Secretariat, Arusha.

### **8.0 Contract Appointment**

This is a three-year contract appointment renewable only twice on the basis of performance and by mutual consent on the part of the employer and the employee, subject to availability of funding

### **9.0 Method of Application**

Nationals of member 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](http://www.ecsahc.org) )
- iv. **Certified** Copies of Educational and Professional Certificates.
- v. Names of three (3) referees with their addresses including telephone, fax and e-mail.
- vi. Letter supporting the application written by the Permanent/Principal Secretary of the Ministry of Health of the member state.

*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.*

**Deadline for Applications:**

Applications should reach the address below by **30<sup>th</sup> September, 2024**

The Director General East,  
Central and Southern Africa- Health Community  
Plot 157 Oloirien, Njiro Road  
P.O. Box 1009 Arusha, Tanzania  
Tel: Off: +255-27-250 8362/3; 250 4106  
Fax: +255-27-254125/250 8292  
E-mail: [vacancies@ecsa.or.tz](mailto:vacancies@ecsa.or.tz) with copies to [doid@ecsa.or.tz](mailto:doid@ecsa.or.tz)  
Website: [www.ecsahc.org](http://www.ecsahc.org)

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