Vacancy Advertisement
Chief Operating Officer, College of Surgeons for the East, Central and Southern Africa (COSECSA).

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 Chief Operating Officer for the College of Surgeons for the East, Central and Southern Africa (COSECSA). The position is tenable at the ECSA Health Community secretariat based in Arusha, Tanzania. The incumbent will report to the Secretary General of the College.

1.0 Background of the Organization

The College of Surgeons for the East, Central and Southern Africa (COSECSA) is a non-profit-making 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 this region. The College currently operates in 14 countries in the Sub-Saharan region: Botswana, Burundi, Ethiopia, Kenya, Malawi, Mozambique, Namibia, Rwanda, South Sudan, Sudan, Tanzania, Uganda, Zambia and Zimbabwe.

2.0 Duties and Responsibilities

2.1 Strategy and Planning
i. Responsible for the implementation of the strategic direction of the college as developed by council.
ii. Lead the development of annual work-plans and annual budget.
iii. Lead the production of annual narrative reports and annual financial reports with key performance indicators.

2.2 Education, Training and Examination
i. Ensure Program entry and examination registration process is meticulously managed.
ii. Support the chair of the Education, Scientific and Research Committee (ESRC) in the development of innovative logistics in education and training functions.
iii. Ensure the secretariat responds to and resolves student education and training issues, programs and concerns in consultation with the ESRC chair.
iv. Ensure coordination with the college’s programme directors and trainers in facilitating mandatory courses.
v. Oversee monitoring of trainee progress, performance and submission of reports.
vi. Oversee and ensure the monitoring of case studies by each trainee and that performance reports are delivered by the relevant staff.
vii. Oversee and ensure that the e-learning system and logbook is functional to enable smooth learning.
viii. In consultation with the chair of the examination and credentialing committee (ECC), ensure that the examination process and management is effective in accordance with the examination SOPs.
2.3 Personnel Management
i. In consultation with the council, facilitate recruitment of COSECSA staff.
ii. Facilitate regular briefing meetings with the COSECSA Secretariat.
iii. Implement staff management and appraisal process.
iv. Build staff capacity in consultation with council.
v. Develop staff standard operating procedures (SOPs).
vi. Ensure compliance with the organizational manuals and labor laws.

2.4 Partnership Development
i. Manage and Optimize the relationship of COSECSA with key partners.
ii. Strengthen the profile of COSECSA as a leader in surgical education and training in the region.
iii. Create professional rapport with fellows, partners and other stakeholders.

2.5 Branding and Communication
i. Develop a communication strategy.
ii. Enhance the credibility and reputation of COSECSA.
iii. Oversee implementation of the communication strategy.
iv. Represent COSECSA on International forums as requested.
v. Manage the COSECSA brand through effective communication.
vi. Support professional engagement of fellows and members of the college.

2.6 Finance and Administration
i. Effectively implement operational policies and strategies to support the finance committee of the college.
ii. Put measures in place for sound financial practices and accountability to the council and donors.
iii. Effectively (and in consultation with the treasurer) manage financial resources and reporting and ensure compliance.
iv. Provide strategic, management and administrative support to council members as necessary.
v. Be responsible for leading and directing all aspects of the day-to-day business of COSECSA.
vi. Oversee and ensure highest standards in COSECSA administration and financial functions.

2.7 Policy and Governance
i. Develop strategies, policies and plan development of COSECSA with the Council.
ii. Develop external policy statements and guidelines.
iii. Ensure council governance meetings are held and run effectively.
iv. In consultation with the Secretary General, monitor of the COSECSA council committee performance against agreed objectives.

3.0 Qualifications and Professional Experience
i. Bachelor Degree in Science, Arts or Medicine.
ii. A relevant Masters degree (MBA desirable)
iii. 5 years of relevant professional experience in senior management.
iv. English proficiency mandatory with Excellent oral and written communication skills
v. Excellent project management skills; ability to manage complex assignments from creation to completion; plan and prioritize multiple projects and coordinate teams to meet deadlines;
vi. Exemplary interpersonal skills; ability to collaborate effectively with culturally diverse staff across departments and organizations
vii. Demonstrate poise, tact, integrity, and professionalism;

4.0 Contract Appointment and Remuneration Package
This three-years performance-based contract 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.

5.0 Method of Application
This is an international competitive position and 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.

6.0 Deadline for Applications
Applications should reach the address below by 28th February 2020.
The Director General
East, Central and Southern Africa-Health Community
Plot 157 Oloirien, Njio 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

 ECSA-HC is an equal opportunity employer, and female candidates are encouraged to apply.

For further information please visit our website:
COSECSA: www.cosecsa.org
ECSA HC: www.ecsahc.org