



Job Vacancy Advertisement

Title: Education and Training Coordinator for the College of Surgeons of East, Central and Southern Africa (COSECSA).

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

Established in 1999, the College of Surgeons of East, Central and Southern Africa (COSECSA) is an independent, not for profit body that fosters postgraduate education in surgery and provides surgical training throughout the region of East, Central and Southern Africa. COSECSA's primary objective is to advance education and training in surgery. COSECSA delivers a common surgical training programme with a common examination and an internationally recognised surgical qualification. Admission to the College is open to all registered medical practitioners who comply with the professional requirements.

COSECSA currently operates in 14 countries in the Sub-Saharan region: Kenya, Burundi, Ethiopia, Malawi, Mozambique, Rwanda, Tanzania, Uganda, Zambia, Zimbabwe, South Sudan, Namibia, Sudan and Botswana.

2.0 Purpose of the Post

COSECSA is inviting applications from suitably qualified persons for the post of Education and Training Coordinator. The Education and Training Coordinator will report to the Chair of Education Scientific and Research Committee (ESRC) through the Chief Executive Officer (CEO) of COSECSA.

He / She will be responsible for coordination and support for all education and training activities.

3.0 Duties and Responsibilities

3.1 Program/Technical

- I. Coordinate the implementation of COSECSA leadership program and develop quarterly, half year and annual reports.
- II. Assist in the development of the COSECSA training plan.
- III. Participate in strategic planning of COSECSA, annual planning process and compile documents related to that.

3.2 Monitoring and Evaluation

- i. In coordination with the CEO develop a monitoring and evaluation plan for the leadership program.
- ii. Plan and coordinate leadership program evaluations.

- iii. Prepare activity completion reports.
- iv. Maintain communication with trainees and program directors regarding curriculum achievement milestones.
- v. Prepare monthly reports for the Chair of ESRC regarding curriculum achievement milestones.

3.3 Education

- i. Lead the administrative implementation of the COSECSA training plan.
- ii. In coordination with country coordinators, plan and facilitate all activities under the leadership programme
- iii. Support Country Representatives, in the implementation of courses outlined by the Education, Scientific and Research Committee (ESRC).
- iv. Obtain course information in advance and advertise.
- v. Supply material as needed and input course attendance lists.
- vi. Ensure course information is stored and filed.
- vii. Coordinate international and partner training groups (as directed by ESRC) and update events calendar as needed.
- viii. Manage the collection of e-learning cases from COSECSA surgeons and post them on COSECSA's e-learning platform.
- ix. Manage mandatory courses on COSECSA's e-learning platform and distribute other educational and training materials.

3.4 Administration

- i. Organize training meetings and workshops at regional and country level.
- ii. Provide secretarial services during COSECSA organised workshops
- iii. Perform any other duties as may from time to time be assigned by Supervisor.

4.0 Qualifications and Work Experience

4.1 Education

- i. A first degree in Project Management or any other related discipline
- ii. A Master's degree in the relevant field will be an added advantage

4.2 Work Experience

- i. Minimum of five years' work experience in Project Management, Monitoring and Evaluation.
- ii. Experience in coordinating/ managing training programs.
- iii. Experience in working with regional and/or international organisations preferably health related.
- iv. Experience working in a multicultural environment is desirable

5.0 Essential Skills and Competencies Required

- i. Good communication and report writing skills.
- ii. Project management skills and experience
- iii. Experience in using MS Office and common project management software packages
- iv. Team player with strong team work skills

6.0 Language: Fluency in spoken and written English.

7.0 Age: Applicants must be aged between 30 and 50 years of age

8.0 Contract Duration

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

9.0 Remuneration Package

An attractive package at officer level will be offered to the right candidate. The package details may be obtained on request from the Chief Executive Officer of COSECSA.

10.0 Method of Application

Those 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. Copies of Educational and Professional Certificates

- iv. Names of three (3) referees with their addresses including their phone contacts and e-mail.

Applications should be submitted through the address below by **28th February 2019**.

vacancies@cosecsa.org