THE COLLEGE OF SURGEONS OF EAST, CENTRAL AND SOUTHERN AFRICA

VACANCY ADVERTISEMENT

POST OF CHIEF EXECUTIVE OFFICER

The College of Surgeons of East, Central and Southern Africa (COSECSA) invites applications for the Post of Chief Executive Officer from suitably qualified persons who are nationals from COSECSA Member Countries. COSECSA is a Constituent College of the East, Central and Southern African Health Community which is a regional organization set up in 1974 to promote the highest possible standards of health among member countries.

The College of Surgeons

The College of Surgeons of East, Central and Southern Africa (COSECSA) fosters postgraduate education in surgery and provides surgical training throughout the region of East, Central and Southern Africa. COSECSA is a non-profit making institution that currently operates in 10 countries in the sub-Saharan Africa region which are Burundi, Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania, Uganda, Zambia and Zimbabwe.

COSECSA’s primary objective is to advance education, training, standards, research and practice in surgical care in the ECSA region. COSECSA shapes and leads the training of surgeons in the Sub-Saharan region. COSECSA delivers a common surgical training programme with a common examination and an internationally recognised surgical qualification.

Work Station

The Chief Executive Officer will work for COSECSA and be based at the office of the College, which is located at ECSA-HC Headquarters in Arusha Tanzania.

Broad Purpose of the Post

The COSECSA Chief Executive Officer will, with COSECSA Council, set the strategic direction of the College. The CEO will lead and manage the operations of the College and be responsible for the running of a high performing COSECSA Secretariat in Arusha. Reporting to
COSECSA Council the CEO will engage and ensure a good working relationship with the council.

**Duties**

**Strategy and Planning**
With COSECSA Council, produce a strategic plan.
Guide implementation of the strategic plan.
Produce and implement annual work plans and annual reporting processes.
With COSECSA treasurer, produce annual budget.
With COSECSA treasurer, produce medium term financial forecasts.

**Personnel Management**
Lead on any future staff recruitment.
Implement staff management and performance appraisal processes.
Ensure compliance with labour laws and the ECSA/COSECSA HR manual.
Hold weekly briefing meetings with all COSECSA staff members.

**Finance**
Maintain oversight of day-to-day financial processes.

**Fundraising**
Produce, implement and monitor a fundraising strategy.
Submit fundraising proposals to selected potential funders.
Engage with existing and potential donors and funders.

**Partnership Development**
Manage and optimize COSECSA’s relationships with key partners.
Identify potential partners and synergistic opportunities.
Strengthen profile of COSECSA in Global Surgery

**Communications**
Produce a communications strategy
Oversee implementation of communications strategy, all major COSECSA external communications and social media.
Proactively represent COSECSA in international fora and to media organisations.
Manage the COSECSA brand.
Engage the membership community

**Requirements:**
The successful candidate will:
Be resident in Arusha or willing to re-locate.
Be willing to undertake regular travel within the COSECSA region and occasional travel outside the region.
Have a proven fundraising track record
Have financial management experience
Have experience working in the East, Central and Southern African region.
Have good IT competency
Have strong leadership skills and staff management experience.
Have strong interpersonal skills such as communication, public speaking, negotiation and networking.
Educated to graduate degree level with evidence of continued education and personal development.

Further desirable attributes are:
Experience in the healthcare and/or education sectors.

Remuneration Package
An attractive package will be offered to the right candidate. The package details may be obtained on request from the Director General, ECSA Health Community, Arusha, Tanzania

Contract Appointment
This is a three-year contract appointment with the possibility of renewal subject to satisfactory performance and availability of funding.

Method of Application
Applicants from ECSA and COSECSA Member countries who wish to apply for the post should do so by submitting the following:

- Brief application letter stating why the candidate feels suitable for the post
- Detailed Curriculum Vitae
- Copies of educational and professional certificates
- Names of three (3) referees with their addresses including telephone, fax and e-mail

Deadline for Applications
CLOSING DATE EXTENDED TO 15 AUGUST 2015.
PLEASE SEND APPLICATIONS TO:
The Director General
East, Central and Southern African Health Community
P O Box 1009
Arusha, Tanzania
Tel: 255-27-2549362/; 2549365/6
Fax: 255-27-2549362
Applications by e-mail are encouraged and should be addressed to; E-mail: vacancies@ecsa.or.tz
Websites: www.ecsahc.org and www.cosecsa.org

The East, Central and Southern Africa Health Community is an equal opportunity employer