



## **Vacancy Advertisement**

### **Finance and Administration Officer**

The East, Central and Southern Africa Health Community (ECSAHC) is currently inviting applications from qualified individuals who are nationals of Tanzania for the position of Finance and Administration Officer for the East, Central and Southern Africa College of Obstetrics and Gynecology (ECSACOG). He / She will be based at the ECSA-HC headquarters in Arusha, Tanzania. The main responsibilities of the position include maintaining proper accounting records, generating accurate and timely reports in accordance with ECSACOG and donor requirements, and performing various administrative tasks.

#### **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 that will lead 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.

The decisions of the member states are implemented through the Secretariat headed by a Director General and headquartered in Arusha, in the United Republic of Tanzania. The Secretariat implements its activities through the following four clusters: Family Health and Infectious Disease, Health Systems Strengthening and Capacity Development, Knowledge Management, Monitoring and Evaluation and NCDs, Food Security and Nutrition.

**The East, Central and Southern Africa College of Obstetrics and Gynecology (ECSACOG)** is a collegiate training institution with a mandate to train specialist obstetricians and gynecologists within the East, Central and Southern Africa. It incorporates the East, Central and Southern Africa association of Gynecological Societies. It is an affiliate College of the East, Central and Southern Africa College of Health Sciences.

ECSACOG was established on 27th September 2017 in Kigali, Rwanda following the resolution of the ECSA Health Community Conference of Health Ministers to localize the training of health specialists in the region. ECSACOG aims at building regional capacity for obstetrics and gynecology workforce, improve the quality of care and increase number of well-trained health professionals to serve the population in need of specialized reproductive and sexual health care including CAC and contraception services. The College currently operates in 10 countries in the Sub-Saharan region: Ethiopia, Kenya, Malawi, Mozambique, Rwanda, South Sudan, Tanzania, Uganda, Zambia and Zimbabwe.

## **2.0 Duties and Responsibilities**

### **2.1 Financial Planning and Analysis**

- i. Lead the ECSACOG planning and budgeting process and prepare budgets for all activities before implementation.
- ii. Provide financial projections for the College in consultation with the Treasurer and SPO.
- iii. Ensure that all ECSACOG expenditures are within approved budgets.
- iv. Prepare variance analysis and reports of budget versus actual revenue and expenditures

### **2.2 Financial Management**

- i. Maintain up-to-date financial records and tracking systems for revenue, expenditures, assets, liabilities and cash-flow and for all project assignments at ECSACOG.
- ii. Track and proactively follow up on fee and subscription payments receivable.
- iii. Prepare timely and accurate financial disbursement requests to ECSA-HC for ECSACOG activities.
- iv. Provide timely and accurate financial reports of the College.
- v. Prepare monthly project recurring journal entries.
- vi. Track fixed assets and record depreciation.
- vii. Reconcile ECSACOG bank account.
- viii. Maintain the journal for the bank account.
- ix. Process client invoices for assigned activities.
- x. Ensure that country disbursement requests and accountability reports are received on time.
- xi. Assist with the monthly end closing of the account

### **2.3 Audit and Internal Controls**

- i. Work with the ECSA HC Finance Director to ensure that all policies and procedures relating to audit are respected and audits carried out in a timely manner for the project.
- ii. Work with the SPO- ECSACOG and ECSA-HC to formulate and implement new policies when required.
- iii. Ensure strict internal controls to ensure compliance with ECSA-HC and Donor requirements.
- iv. Oversee fund transfers and ensure that accurate documents are kept of the process that the internal processes are respected.

### **2.4 Programme and Technical Support**

- i. Facilitate relevant ECSACOG staff to fulfil project technical requirements e.g. preparation of proposals.
- ii. Compile project reports in conjunction with relevant ECSACOG technical staff

### **2.5 Administration**

- i. Provide administrative, logistical, and procurement support to the team, including payment to events participants, transportation and accommodation arrangements, and ongoing operations.
- ii. Other duties related to logistics and procurement, as assigned by the Senior Program Officer
- iii. Ensure proper function of logistical operations including travel & events organization
- iv. Ensure proper function of archive and documentation system
- v. Ensure maintenance of up to date register of assets both at the secretariat and member countries.

### **3.0 Qualifications and Work Experience**

#### **3.1 Education**

- i. A first degree in Degree in Accounting, Finance and administration or any other related discipline
- ii. A Master's degree in the relevant field will be an added advantage

#### **3.2 Work Experience**

- i. Minimum of five years' work experience in financial management and program administration
- ii. Experience in financial management of Donor funded projects
- iii. Experience in transactional accounting specifically the input of financial data into an accounting system
- iv. Experience in financial accounting and in preparation of financial reports.
- v. Experience in using MS Office and common accounting software packages

### **4.0 Essential Skills and Competencies Required**

- i. Good communication and report writing skills.
- ii. Capacity to work in a multicultural environment
- iii. Project management skills and experience
- iv. Team player with strong team work skills

### **5.0 Language:**

Fluency in both spoken and written English.

### **6.0 Age:**

Applicants must be aged between 30 and 50 years of age

## **7.0 Contract Appointment**

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

## **8.0 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.

## **9.0 Method of Application**

Nationals of Tanzania 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 telephone, fax and e-mail address

### **Deadline for Applications:**

Applications should reach the address below by January 31, 2023

The Director General

East, Central and Southern Africa-Health Community

Plot 157 Oloirien, Njiro Road

P.O. Box 1009 Arusha, Tanzania

E-mail: [vacancies@ecsahc.org](mailto:vacancies@ecsahc.org) with copies to [dg@ecsahc.org](mailto:dg@ecsahc.org) and [doid@ecsahc.org](mailto:doid@ecsahc.org)

Website: [www.ecsahc.org](http://www.ecsahc.org)

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