Vacancy Advertisement

Training and Examinations Assistant

The ECSA-HC is inviting applications from suitably qualified persons who are nationals of Tanzania for the post of Training and Examinations Assistant for the East, Central and Southern Africa College of Obstetrics and Gynecology (ECSACOG). The Training and Examinations Assistant will be based at the ECSA-HC Headquarters in Arusha Tanzania, and He/She will report to the Senior Programme Officer of the East, Central and Southern Africa College of Obstetrics and Gynecology. The Training and Examinations Assistant will be responsible for supporting trainees' applications, program registration, online training delivery, coordinating progressive assessment and examinations processes, and managing the website and social media accounts of ECSACOG.

1. **About the East, Central and Southern Africa Health Community (ECSA-HC)**

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.

2. About the East, Central and Southern Africa College of Obstetrics and Gynecology (ECSACOG).

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.

3. Duties and Responsibilities:

Program Entry Registration of Trainees:
- Serve as the main coordinator for the registration and accreditation process.
- Facilitate the application and registration of trainees, fellows, and members of the college.
- Coordinate the accreditation/reaccreditation of facilities.
- Verify applicant information and respond to admission-related queries.
- Collaborate with the Finance Officer to finalize trainees registration processes.
- Assign registration numbers to confirmed applicants.
- Produce reports on registration activities.

Managing E-learning Platforms:
- Manage user access to e-learning platforms.
- Ensure proper content management on e-learning platforms.
- Prepare assessment reports of the e-learning platforms and share them with ECC/ESRC chairs.
- Provide necessary support to users of the e-learning platforms.

- Document and escalate any issues that may arise while using the platform.

Support College Training and Continuous Assessment of Trainees:

- Ensure all trainees and trainers have appropriate credentials for accessing training materials and platforms.

- Facilitate the generation of trainee assessment reports for evaluation purposes.

- Coordinate training activities of the college.

- Serve as a point of communication for training-related issues.

Support College Examination and Graduation:

- Facilitate the registration of qualified candidates for examinations under the directives of the Examinations and Credentials Committee.

- Collaborate with the Finance Officer to verify payment status of examination candidates.

- Finalize the registration of candidates for exams upon receipt of payment confirmation.

- Generate examination reports in consultation with the ECC chair.

- Organize ECC meetings as directed by the ECC chair.

- Act as a point of contact for issues related to examinations.

- Facilitate the generation of certificates for successful examination candidates and other College Certificates under the directives of the College Registrar.

ICT Support:

- Facilitate the management of college online platforms, including the website, e-logbook, e-learning platform, Database, examination platform, e-newsletter etc.

- Assist in the generation and formatting of promotional materials, such as posters, flyers, and banners.

- Provide ICT support during college events.

4.0 Qualifications and Work Experience

4.1 Education

- Bachelor's degree in a relevant field (e.g., Information Technology, Computer Science, Communications, education etc)

4.2 Work Experience

i. Minimum of two years' work experience in ICT related activities

- ii Familiarity with website management and social media platforms.

- Proven experience in managing online platforms, preferably in an educational or training environment.

- Prior experience in coordinating training or examination processes is a plus.

5.0 Essential Skills and Competencies Required

- Proficiency in ICT tools and software.

- Strong organizational skills and attention to detail.

- Excellent communication and interpersonal skills.

- Ability to work effectively in a team and independently.

- Strong problem-solving skills and ability to handle multiple tasks simultaneously.

- Ability to adapt to changing priorities and work under pressure.

- Commitment to maintaining confidentiality and data protection.

6.0 Language: Fluency in both spoken and written English.

7.0 Age: Applicants must be aged between 20 and 35 years of age

8.0 Contract Appointment

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

9.0 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.

10.0 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

Applications should reach the address below by 16ᵗʰ June 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 with copies to regsec@ecsahc.org; doid@ecsahc.org;

Website: www.ecsahc.org

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