



## **East, Central and Southern Africa - Health Community**

### **Vacancy Advertisement**

#### **Director of Programmes**

### **1.0 Background**

The East, Central and Southern African Health Community (ECSA-HC) invites applications for the post of Director of Programmes from suitably qualified persons who are nationals of member states. The member states are Kenya, Lesotho, Malawi, Mauritius, Eswatini, Tanzania, Uganda, Zambia and Zimbabwe. The position is tenable at the ECSA Health Community Secretariat based in Arusha, Tanzania

### **2.0 The Organization**

The East, Central and Southern African Health Community (ECSA-HC) is a regional organization set up in 1974 to promote the highest possible standards of health among member countries. It is mandated to foster cooperation that will lead to the strengthening of health care programmes among member states in the region. The Secretariat implements its activities through specific programmes in Non-Communicable Diseases, Food Security and Nutrition; Family Health and Infectious Diseases; Health Systems and Capacity Development; and Knowledge Management, Monitoring and Evaluation.

### **3.0 Broad Purpose of the Job**

The Director of Programs will be responsible for the overall implementation of the technical programmes at the Secretariat, providing technical advice and guidance to the Managers and assisting ECSA-HC Secretariat to play its facilitating and coordinating role. S/he will align the Programme activities with the ECSA-HC Strategic Plan and ensure that the work of the programmes responds to the Strategic Objectives of the organization. S/he will lead, guide and supervise the technical application of all programme operations, and also lead the technical team in the resource mobilization activities by routinely scanning the environment and supporting responses to funding proposals.

#### **4.0 Job Responsibilities and Tasks**

- i. Oversee the development and implementation of program work-plans and strategies aligned with ECSA priorities
- ii. Supervise the technical Managers and collaborate with partner organizations in ensuring rational and strategic implementation of technical projects and programs, in line with ECSA's work plan.
- iii. Ensure alignment of daily activities with programme goals, approved work-plans, quality standards, within budget, with strict observance of deadlines, targets and planned deliverables.
- iv. Ensure Programme Managers play their oversight roles to the programme staff, consultants and any other temporary staff working under them; and also coordinate the technical assistance to Member States.
- v. Work with the Director of Finance to create and implement budgets based on sound financial and accounting principles
- vi. Serve as programme liaison to the Director General, government agencies, and other collaborating organizations on all technical matters related to the programmes at the Secretariat.
- vii. Supervise the implementation, on a day to day basis, of all programmes and design operational systems, working with the Line Managers
- viii. In collaboration with KMMEManager, will oversee the timely submission of all Programme reports to the Director General and other Collaborating Partners and Donors.
- ix. In collaboration with the Director of Finance, monitor and ensure that Programme expenditures are aligned to the work plans.
- x. Prepares progress reports and work-plans in collaboration with the M&E Manager to be used at Quarterly and Annual review Meetings
- xi. Meets regularly with Director General and appraises her/him on all developments related to implementation of the programmes
- xii. Gather and analyze business intelligence, and create systems to consistently gather, document and act on strategic business information,
- xiii. Engage with Partners and Donors to solicit business for ECSA by scanning the environment and supporting programmes in responding to RFAs and EOIs
- xiv. Work with the managers to develop proposals through identifying opportunities, positioning and partnering; and supervise them to develop scopes of work.
- xv. Manage strategic donor and partner relationships in consultation with the Director General. Work effectively at the national and regional levels to nurture these relationships.

- xvi. Support development of communication protocols and donor relations management guidelines, to ensure consistent and appropriate flow of messages.
- xvii. Act as point person and develop tracking tools for new business
- xviii. Any other duties as may from time to time be delegated by the DG

## **5.0 Reporting:**

The Director of Programs will report on a day-to-day basis to the Director General.

## **6.0 Education, professional qualifications, and relevant working experience**

- i. Bachelor's and Master's degrees in one or more of the following disciplines: Medicine, Health Sciences, Social Sciences, Public Health, Medicine, International Relations, International Development, Economics, Public Administration, Global Health, or other related fields. A PhD will be an added advantage
- ii. A minimum of 10 years at a senior level program technical/coordinating role with 5 years as head of a team.
- iii. Proven experience working with donor-funded projects/programs
- iv. Over 5 years' experience in:
  - Resource mobilization
  - Working with country-based projects/programs involving the government and Donors
- v. Strong leadership and technical capacity to support broad-based health programs, especially at the regional or country level.
- vi. Demonstrated success developing and evaluating program models, and selecting and successfully operationalizing innovative programs
- vii. Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- viii. Demonstrated ability to develop, lead, and manage high-performing, results-oriented independent technical or country teams
- ix. Excellent team building, management, supervisory (coaching, mentoring), and negotiating skills;
- x. Skills in public relations, proposal writing, advocacy, coordination, negotiation, and marketing.
- xi. Excellent technical writing, editing, presentation, and interpersonal communications skills;

## **7.0 Required Knowledge, Skills and Abilities:**

- i. Extensive knowledge of the global health challenges and priorities and of the relevant global, continental and regional commitments
- ii. Proven ability to work with government officials, international partners, and other stakeholders in the design and implementation of health programs;
- iii. Excellent team management, interpersonal, communication, and negotiation skills
- iv. Advanced cross-cultural sensitivity, including experience working and communicating with professional and support staff in a multicultural, multi-linguistic environment; ability to promote an atmosphere of trust and mutual respect
- v. Strong skills and a track record in strategic visionary focus, and leadership; and effective skills for interaction with senior-level policy-makers
- vi. Ability to guide Implementation of activities and ensure that the programmes are technically sound, evidence-based and responsive to the needs of the regions and countries, its people and donors.
- vii. Demonstrated capabilities and high-level expertise in management and systems design.
- viii. Familiarity with major donors systems, as well as considerable experience working with the host governments in a developing country;
- ix. Marketing and Resource mobilization skills;
- x. Demonstrated exceptional written and oral communication skills in English;
- xi. Familiarity with the political, social, economic and cultural context of working in the sub-Saharan region.
- xii. Ability to work collaboratively with other staff members to ensure that necessary planning, development, resource availability and management activities function smoothly and efficiently.

## **8.0 Age**

Applicants must be between 40 - 55 years of age.

## **9.0 Remuneration Package:**

This position offers an attractive remuneration package including a competitive net salary, medical and other benefits as applicable.

## 10.0 Contract Appointment:

This is a three-year performance-based contract renewable once upon mutual agreement between the employee and the employer.

## 11.0 Method of Application:

Nationals of members States 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. **Certified** Copies of Educational and Professional Certificates.
- iv. Names of three (3) referees with their addresses including Telephone, Fax and E-mail.
- v. Letter supporting the application written by the Permanent/Principal Secretary of the Ministry of Health of the member state.

Applications that have not met all of the above set criteria will not be accepted. Only candidates who have met all the requirements of the post and have been selected for an interview will be contacted.

## 12.0 Deadline for Applications:

Applications should reach the address below by **31<sup>st</sup> July 2025**

**Director General**  
**East, Central and Southern Africa- Health Community Plot 157 Oloirien, Njiro Road**  
**P.O. Box 1009**  
**Arusha, Tanzania**  
**Tel: Off: +255-27-250 8362/3; 250 4106**  
**Fax: +255-27-254125/250 8292**  
**E-mail: [vacancies@ecsahc.org](mailto:vacancies@ecsahc.org) and copy [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.**