

***JOIN OUR TEAM..... WE ARE HIRING***

***There is a shift in Specialist eye health training and you can be part of the change***

**THE ORGANIZATION**

The College of Ophthalmologists Eastern, Central and Southern Africa (COECSA) is a regional organization focusing on quality Eye health education and training in Eastern, Central and Southern Africa (ECSA) region. Our mandate is to contribute to the development of human resources for Eye health through quality training in ophthalmology; set standards for professional ophthalmic practice; facilitate continuous professional development; contribute to health policy development; and, promote research which advances ophthalmology in the region.

We're looking for an energetic, enthusiastic, and self-driven person with a keen interest in health education to join a team of professionals to grow COECSA education and training program. The candidate must be dynamic, be able to work in a team environment and be a catalyst for peer learning on key issues within the organization. You must be able to keep yourself and the organization abreast with changing sector knowledge and best practices.

**EDUCATION AND TRAINING OFFICER**

Under the direct supervision of the Chief Executive officer (CEO), the officer will be the focal person to support roll out and implementation of the clinical training agenda within the region. The incumbent will work under the strategic direction of the appropriate College Committee and CEO to implement the COECSA fellowship program. S/he shall as well as provide operational and administrative support to the Education & Accreditation committee of the college and liaise with COECSA partners in the fellowship training program.

The post will involve 30% travel within the ECSA region and internationally.

**Duties and responsibilities**

- To work closely with the Education and Accreditation committee to develop the College Training program strategy. He/she will coordinate the committee Terms of References, work plan and activities that are aligned to the college and education program goal.
- To contribute to the long-term planning and implementation of COECSA training program vision, strategy and direction

***Eye health for all in Eastern, Central and Southern Africa***

- To be responsible for the operational development of education and training standards to include proactive planning and awareness to avoid risks, seize opportunities for development and identify and encompass future changes.
- To manage the development, delivery, and coordination of all aspects of the Clinical fellowship training program. Main aspects include:
  - i. Coordinate a situation analysis and training needs assessment for the region
  - ii. Engage and get buy in from key regional stakeholders (ministry of health, medical boards and training facilities) on the clinical subspecialty training program,
  - iii. Lead in the development , review and adoption of two (2) clinical fellowship curriculums
  - iv. Lead in the development of training evaluation tools for trainers, trainees and the training institutions
  - v. Lead in the development, review and adoption of training institution accreditation guidelines for the above subspecialties
  - vi. Lead in the accreditation of the training institutions that will provide the clinical fellowship training program
  - vii. Monitoring and evaluation of the training program
  - viii. To participate in the financial planning of the CEHC Grant, monitor its performance and devise strategies to minimise any adverse variation from budget.
- To drive and develop E-learning material for the E learning portal through partnership with facilitators, IT professionals, ophthalmologist and the medical board.
- Responsible for the preparation of the Education and Accreditation Committee annual report to the Council.
- To contribute to the procurement or entering into services contracts including being the lead for matters relating to the development of the training program.
- Actively support fund raising initiative for training program externally
- Responsible for the training program budgets and activities from various programs.
- Carry out from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.

## **REQUIRED KNOWLEDGE AND SKILL**

- Minimum Bachelors degree in education, a post graduate degree will be an added advantage.
- At least 3 year, Administrative experience in a higher education role
- Has developed understanding of the importance of education and training standards

- Experience of managing and leading relationships with external providers and stakeholders
- Experience of serving committees, including preparing agendas and taking minutes
- High standard of communication skills with the ability to influence at all levels and represent the COECSA internally and externally
- Ability to work to tight deadlines and prioritize work to ensure it is delivered on time and to the required quality
- Ability to monitor and manage resources and budgets
- Excellent communication and report writing skills
- Experience working in Human Resources for health

**Location:** Secretariat in Nairobi

**Contract:** This is a 1 year contract, renewable upon performance and availability of funding. The position has a competitive remuneration package

Candidates with the required profile and proven experiences are invited to submit their application. This should include, cover letter, CV, three professional references and availability, addressed to the Chief Executive Officer and sent through email [info@coecsa.org](mailto:info@coecsa.org) by 10<sup>th</sup> June 2019, 1600rs (EAT). Candidates within the Eastern, Central and Southern Africa region are encouraged to apply.

Only shortlisted candidates will be contacted.