



## VACANCY ANNOUNCEMENT

The East and Central Africa Social Security Association “ECASSA” has the following vacancy at its offices in Arusha, Tanzania.

### Background

ECASSA was launched in early 2007 by public social security, social health insurance and pension schemes within East and Central Africa member institution's from: Burundi, Kenya, Uganda, Tanzania, Zanzibar, Rwanda, Zambia, and Zimbabwe.

The main objective of ECASSA is to provide a platform through which schemes can co-operate in the promotion and Development of Social protection programs in the sub region. Membership is open to both public and commercial social security protection schemes in the member states as well as those in the neighboring countries.

### Position

## SECRETARY GENERAL

### Description of Service

- Initiate resources and funds mobilization activities.
- Managing and directing the activities of the Association
- Implementing the decisions of the Associations' Council
- Advise the Chairperson of the Association on any matters relating to the functioning of the Association
- Prepare and present reports on the functions of the Association to the Council's Meeting
- Conduct Research and submit proposals to the Council on appropriate strategies for enabling the Association realize its goals and also expand its scope of activities
- Assist in the development of new schemes management tools, lesson sharing activities and corporate initiatives
- Prepare projects and program proposals to access donor funding to support the association activities
- Submit to potential donors proposals for funding and successfully pursue the same.

### Experiences and Skills required

- A good knowledge of the fundamental principles of social protection and the deliverables arising there from
- Ability to project a strong positive image of the Association through interacting with key international and external stakeholders representatives
- Ability to interpret IT application and work with various systems
- Proven experience at managerial level in corporate management
- Have strong leadership and team building skills
- A good appreciation of national strategies towards poverty eradication
- Have highly developed analytical skills and ability to manage and drive change
- Demonstrate the advocacy and negotiation skills
- Have a strong interpersonal and cross cultural skills and ability to build alliances within the sub region and relevant agencies world wide
- Have leadership facilitation and coordination skills as well as entrepreneurial spirit to plan, implement and review work programs within minimum supervision
- Have extensive network of contacts in public services, the commercial and non-governmental sectors
- Have excellent oral and written communication skills in English. A working knowledge of French or Kiswahili will be an added advantage
- Ability to develop and implement effective communication and public relations strategies to facilitate enhanced interaction among member schemes and between the stakeholders
- Knowledge of the East African Community Common Market protocol and an appreciation of the need for socio-economic integration of the East and Central Africa member states will be an added advantage
- High profession and ethical standards

### MINIMUM QUALIFICATIONS

- Must have a master's degree in a relevant field of study
- Minimum of five years' experience in senior management position in a reputable organization preferably, with exposure on Social policy development and implementation programs

A good remuneration package payable in US dollars shall be negotiated with the successful candidate.

### Application Procedure

**Submit your applications on or before 30/03/2020 to:**

**The Chairman**

East & Central Africa Social Security Association (ECASSA)

P.O. Box 1394. Arusha Tanzania,

Email: [secretariat@ecassa.org](mailto:secretariat@ecassa.org).

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