



EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY

Vacancy Advertisement for the post of Communication and Advocacy Specialist

1.0 Background

The ECSA-HC is a regional organization set up in 1974 to promote the highest possible standards of health among member countries. ECSA-HC is mandated to foster, among member states, cooperation that will lead to the strengthening of health delivery programmes in the region. The member states are Kenya, Lesotho, Malawi, Mauritius, Eswatini, Tanzania, Uganda, Zambia and Zimbabwe.

The decisions and work of the member states are executed by a Secretariat that is headquartered in Arusha in the United Republic of Tanzania. The Secretariat implements its activities through specific programmes in Family Health and Infectious Diseases; Non-Communicable Diseases Food Security and Nutrition; Health Systems and Capacity Development and Knowledge Management, Monitoring and Evaluation.

ECSA-HC invites applications from suitably qualified persons who are nationals of ECSA-HC member states for the post of **Communication and Advocacy Specialist**. This position shall be based at the ECSA-HC Secretariat in Arusha, United Republic of Tanzania.

2.0 Overall Purpose of the Job

The Communications and Advocacy officer will be responsible for developing strategic communications and media initiatives, managing media/press coverage, and overseeing the production of a range of communications materials for online and offline audiences based on ECSA-HC activities in the region and beyond. S/he will be responsible for timely, accurate, and high-quality informational materials, such as developing advocacy materials, press releases, media advisories, news briefs, fact sheets, documentation of best practices, policy briefs, and website management. S/he will ensure communications strategies, media relations, and organizational outreach efforts are aligned with corporate communications policies and initiatives. The officer will be responsible for packaging communication to facilitate advocacy for the ECSA-HC in the region and building the advocacy capacity of the key departments and clusters.

Specific Responsibilities

- Support the formulation and implementation of the organization's communications and advocacy strategy
- Promotes the visibility of the organization through the adaptation of world-class branding and imaging
- Organize publicity, advocacy, knowledge sharing events and promotional opportunities through provision of logistics support to official events and liaise with media houses to ensure accuracy in media reports regarding ECSA-HC
- Participating in technical and high-level meetings to document and share information emanating from official meetings
- Developing information materials including press releases, policy briefs and quarterly bulletins, pamphlets, videos, and coordinate branding and creation of project awareness and country ownership.
- Organizing and facilitating platforms, networks or communities of practice covering prominent experts from different partners, think-tanks to support and promote experience sharing and learning.
- Develop and maintain a database of all contacts gathered through various activities of the organization to facilitate wider information dissemination.
- Strengthen/build capacity and gather country specific intelligence on situation, opportunities, interests, and prospects that will support implementation of ECSA-HC activities
- Facilitate the development and/or support maintenance of the ECSA-HC website for information dissemination and maintain a photo gallery of all project events.
- Coordinating with partners and member states regarding updates on project information
- Prepare communication reports, speeches, and notes for the office of the

Director General

- Train ECSA-HC staff and member states on documentation and advocacy

4.0 Key Educational Qualifications and Professional Experience

Qualifications

- An undergraduate degree and a Master's degree in communications, journalism, public relations and /or international relations

Professional Experience:

- A minimum of 10 years' experience (post-Masters) in communications and advocacy at the national or international level, including experience in media relations;
- Experience in online outreach and multimedia is an asset;
- Experience working in large development agency is also pertinent;
- Good IT skills, including databases and office software packages;
- Experience in the use various social media platforms
- Familiarity with public health issues
- Outstanding oral and written communications and editing skills, with proven ability to meet tight deadlines.
- Experience and ability to work in a team and in a multi-cultural set- up;
- Good listening and communication skills with sensitivity to cultural communication differences

5.0 Essential Skills and Competencies Required

- Excellent communication skills. Communicates sensitively, effectively and creatively across different constituencies;
- Demonstrates very good understanding of and
- Experience in communications and outreach/advocacy;
- Proven networking skills, and ability to generate interest in ECSA-HC's mandate;
- Strong initiative-taker;
- Respect for diversity
- Very effective at multi-tasking;
- Focuses on impact and results for the client;
- Interacts effectively with all levels of the organization, including senior management;
- Consistently approaches work with energy and a positive, constructive attitude;
- Identifies opportunities and builds strong relationships with clients and partners;

- Demonstrates exceptional ability to remain calm and in control even under pressure and tight deadlines.

6.0 Remuneration Package

An attractive package will be offered to the right candidate.

7.0 Contract Appointment

This is a 3-year renewable performance-based contract

8.0 Method of Application

Preference shall be given to nationals of ECSA-HC member countries. Persons 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.
- v. Completed Application form for ECSA-HC posts (available under vacancies/opportunities jobs on www.ecsahc.org)
- vi. Certified Copies of Educational and Professional Certificates.
- vii. Portfolio of work recently completed or ongoing
- viii. Letter supporting the application written and signed 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.

9.0 Deadline for Applications:

Applications should reach the address below by **13th June 2025**

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 dg@ecsahc.org; doid@ecsahc.org

Website: www.ecsahc.org

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

**EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY
ECSA-HC**



APPLICATION FORM

Ref. No. (for official use):				Received on:		PLEASE ATTACH A RECENT PHOTOGRAPH
Please fill this form as clearly and as accurately as possible. It is important that you answer all the questions fully. Failure to complete this form may render your application invalid						
1. FAMILY NAME			FIRST NAMES		MAIDEN NAME	
2. DATE OF BIRTH			3. PLACE OF BIRTH COUNTRY		4. PRESENT NATIONALITY	
Day	Month	Year			5. SEX MALE FEMALE	
6. PERMANENT ADDRESS				PRESENT ADDRESS (If different from 6)		
7. Telephone Office Telephone Home			Fax Office Fax Home		Telex Office Telex Home	
8. MARITAL STATUS						
Single			Married		Others, specify please	

	Date	
9. DEPENDANTS (Spouse and legitimate natural or legally adopted children)		
NAMES	Date of Birth	Relationship
10. EDUCATION (Please attach copy of your degree certificates or diplomas. Originals will be required if you are short listed for an interview)		
(A) University or Equivalent		
Name of University – City – Country	Duration	Degree Obtained
	From To	Major field of study
(B) Secondary or Technical education		
School – City – Country	Type of Education	Duration
		From To
		Certificates or diplomas obtained

Personnel Selection Form

EMPLOYMENT HISTORY:

Please list the following information about your current and previous employees. Please start with your current or last employer							
Dates		Name and Address of Employer	Job Title and brief responsibilities and to whom directly responsible	Reasons for leaving	Salary		Other Benefits e.g. free housing
From	To				Start	Finish	

4. **EXPERIENCE:**

- (a) Give details of your experience and achievements in the positions listed on the previous page, which are **relevant** to the job applied for.

- (b) What are your future plans and aims?

- (c) What is your reason for seeking a new appointment?

- (d) What do you see as the main attractions of the post you are applying for?