



JOB DESCRIPTION/TERMS OF REFERENCE

JOB CODE: 0105

DATE:

JOB TITLE	PROGRAMME OFFICER, PROGRAMMING
INSTITUTION	WEST AFRICAN HEALTH ORGANISATION
DUTY STATION	BOBO-DIOULASSO, BURKINA FASO
GRADE:	P3/P4
ANNUAL SALARY IN USD	37,431.66/52,379.70
NUMBER OF POSITIONS	1
DIRECTORATE:	PLANNING AND HEALTH INFORMATION
DIVISION	PLANNING AND RESOURCE UTILIZATION
LINE SUPERVISOR	PRINCIPAL PROGRAMME OFFICER, PLANNING AND RESOURCE UTILIZATION
SUPERVISING	N/A

ROLE OVERVIEW

Under the supervision of the Principal Programme Officer Planning and Resource Utilization, the incumbent shall develop strategic, medium-term organisational programmes with milestones and results framework. S/he shall also provide technical assistance to other programme staff in the planning of their thematic programmes and projects.

ROLE AND RESPONSIBILITIES

The incumbent shall:

1. Coordinate the development and implementation of health financing strategies (Health Accounts, health insurance, fiscal space analysis for health Universal Health Coverage policies, etc.)
2. Promote health technology assessment.
3. Ensure the implementation of the Organisation's Strategic Plan by developing tools, standards, and procedures that ensure consistent quality in program implementation across the organization.
4. Ensure that all programs and all donors' funded projects are being executed according to predetermined quality standards, plans, and achieve the desired outcomes.
5. Coordinate all special funds, trust funds, and catalytic funds established by WAHO.
6. Coordinate the activities of the Steering committee or related oversight for all support to member countries and technical partners in line with ECOWAS Grant Code.
7. Coordinate with program staff across the organisation on program development, grant writing, report writing, program management and act as the technical focal point for all program performance audits.
8. Prepare periodic program performance reports on the implementation of all programs and projects and their impact on the Strategic Plan.
9. Perform any other duties as may be assigned by supervisor.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Qualifications:

A Minimum of a Bachelor's degree in either Health Economics, Health Planning, Public Health, or Business Administration from a recognised university.

Experience:

- At least 5 years of progressive responsible relevant experience in the field of Planning, development, financing and implementation of Development Policies, Programmes and Projects, preferably in the field of health/ public health etc.
- Demonstrated knowledge of public health portfolio, major health challenges and health situational trends in West Africa.
- Ability to manage database and conduct statistical and epidemiological analysis of health data.
- Proven experience in leading communication activities and ensure effective and timely dissemination of information.



ECOWAS KEY COMPETENCIES

LEADERSHIP

- Ability to persuade/influence others to consider a certain point of view, adopt a new idea or implement new methods and practices.
- Ability to lead a team of trainees/junior staff and instill a spirit of teamwork to engage employees and achieve a well-defined set of activities.
- Ability to follow the chain of command.
- Ability to resolve challenges that occur with minimal direction and/or to recommend and explain solutions or alternatives for approval.
- Ability to utilize the Code of Ethics to manage self, others, information and resources.
- Ability to mentor others and create feedback loops with supervisors, colleagues and the subordinates to build strong working relationships and improve performance.
- Contribute to maintaining organizational unit's performance goals and standards.

CLIENT SERVICE ORIENTATION

- Sound interpersonal skills with ability to keep a client informed of progress and setbacks or challenges in projects of relevance to timeline, quality and quantity.
- Ability to proactively interact with clients and build strong trusting relationships based on mutual respect and regular discussions.
- Ability to establish and sustain professional credibility with clients/stakeholders in a manner that anticipates their need, mitigates issues and that carefully balances professional obligations with the need to be sensitive and responsive to their needs.
- Ability to counsel, advise, consult and guide others on matters pertaining to assigned client service responsibilities and established client service standards.
- Proven experience in health information systems management.
- Sound knowledge in database development and management knowledge of DHIS2 Platform would be an added advantage.
- Advanced knowledge of health information analysis tools.
- Excellent management capacity, including networking and alliance building.
- Ability to work within a multinational environment and with a diverse range of people and organisations at the national, regional and global levels.
- Demonstrated ability to work in team setting, group facilitation and good interpersonal skills.
- Proven knowledge of new developments in own occupation/profession.
- Effective organizational skills with the ability to prioritize.

MULTICULTURAL SENSITIVITY AND ADVOCACY

- Demonstrate respect for cultural differences, fairness and ability to relate well with people from varied backgrounds, nationality, gender, ethnicity, race and religion.
- Understanding of diverse cultural views especially within West Africa, with sensitivity to group differences.
- Ability to challenge bias and to practice tolerance and empathy.
- Ability to listen actively, consider people's concerns and apply judgement, tact and diplomacy.
- Ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths.
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Ability to encourage, empower, and advocate for people in an unbiased and transparent manner.

KNOWLEDGE OF ECOWAS

- Thorough knowledge of ECOWAS institutions, sectors, programmes and policies.



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- Knowledge of ECOWAS internal operational requirements of programs, projects, services and systems required to achieve work assignments and meet performance goals.
- Knowledge of rules and procedures of ECOWAS associated assigned responsibilities and ability to explain these clearly to others.
- Knowledge of the ECOWAS culture, structures and performance issues and priorities impacting assigned responsibilities.
- Thorough knowledge of Member States' development trends, indicators, challenges and opportunities as it relates to projects/programmes assigned to own position.

ANALYTICAL AND CRITICAL THINKING

- Ability to study data/information from a variety of sources, identify anomalies, trends and issues, present findings, and make recommendations.
- Ability to break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance and performance targets.
- Knowledge of and ability to apply techniques to generate creative ideas and new approaches to meeting goals.
- Ability to use evidence and research to inform policies and programs and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.

COMMUNICATION

- Demonstrated computer skills and ability to use appropriate tools.
- Ability to make sound use of graphics and tables to effectively present numerical data to write semi-complex technical reports/proposals and edit/check templates, letters, etc.
- Ability to convey information clearly and concisely in a succinct and organized manner through both writing and verbal means.
- Exhibit interpersonal skills, make presentations, express opinions and debate ideas with others in a constructive manner.
- Proficiency in information and communication technology (ICT).
- Have a good command (oral and written) of any of the official ECOWAS languages, namely English, French and Portuguese. Working knowledge of an additional one would be an added advantage.

PLANNING AND IMPLEMENTATION

- Ability to develop and implement an individual action plan to achieve specific work objectives.
- Ability to identify, organise and track tasks from start to finish to facilitate execution.
- Ability to contribute and/or lead on projects as per accepted project management standards and techniques, to co-ordinate contributions by others to set and meet deadlines.
- Ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators and risks.
- Ability to identify, collect and evaluate indicators for performance monitoring in order to take proactive remedial action as required.