



INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENTS

The West African Health Organization (WAHO) is the health institution of the Economic Community of West African States (ECOWAS) charged with leadership and coordination of health improvement programs across the ECOWAS region. WAHO is seeking applications from suitably qualified candidates to fill the underlisted vacant positions.

Interested applicants are advised to visit WAHO's, the ECOWAS Commission, ECOWAS Community Court of Justice, ECOWAS Parliament and GIABA's websites (<http://www.wahooas.org>; <http://ecowas.int>; <http://www.parl.ecowas.int>; <http://www.courtecowas.org>; <http://www.giaba.org>) to download the full Job Description, they wish to apply for by clicking on the job title. To fill in the standard application form, please click on the "Job Application Form". All applications must be sent electronically to the dedicated email specified for each position.

GENERAL CONDITIONS

Candidates must be ECOWAS citizens.
Candidates must be under 50 years.
Submitted documents shall not be returned.
Only shortlisted candidates will be contacted.
Closing date for Applications: 10 January 2024.

Shortlisting and interview processes shall be based on the ECOWAS Staff Regulations.
Shortlisted candidates will be interviewed.
Offer of employment will be subject to a satisfactory background check.

Each application must include the following:

A Completed Job Application Form ([click here](#))
A Cover Letter of not more than one page on the motivation for the application to the post
A signed up-to-date Curriculum Vitae
A certified copy of Birth Certificate

1. 0091 PROGRAM OFFICER, PHARMACY & ALLIED HEALTH

QUALIFICATIONS & EXPERIENCE:

Medical Doctor or Pharmacist or hold a degree in a similar discipline from a recognized University.

Five (5) years of progressive experience in the implementation of healthcare programmes in positions of increasing responsibility, or similar position. Good knowledge of quality assurance standards in the ECOWAS region. Ability to manage relationships with partner organisations, Ministries of Health and other relevant regulatory bodies to foster solid cooperation. Demonstrated knowledge of public health portfolio and major health challenges in West Africa; Ability to manage database and conduct statistical and epidemiological analysis of health data. Knowledge of problems and needs in the pharmaceutical sector at country and regional levels, and the ability to develop suggestions for resolving pharmaceutical challenges. Ability to develop programs to support local pharmaceutical manufacturers to upgrade their

facilities to attain GMP/WHO standards. Assist in budget planning and management for program-related expenses. Monitor expenditures and work to optimize resource allocation. Stay current with industry developments and emerging trends in pharmacy and allied health education. Knowledge of the principles and practice of public health management in the ECOWAS region, and proven ability to conduct Research Development or research with the third sector in West Africa.

DUTIES

Under the supervision of the Principal Programme Officer, Human Resources Development for Health, the incumbent shall update course modules as well as lead the development and standardisation of training (basic and post-basic), within the region. She/He shall advocate for the development of Pharmacy and Allied Health Professions as well as develop the harmonised drug regulation policy. She/he shall collaborate with the West African Postgraduate College of Pharmacists (WAPCP) in identifying suitably training for pharmacists, allied health professionals and drug quality control officers. The Officer shall be responsible for producing a quarterly journal.

2. 0093 PROGRAM OFFICER, NURSING & MIDWIFERY

QUALIFICATIONS & EXPERIENCE:

Medical doctor or have a master's degree in nursing, Midwifery or in a similar discipline, from a recognized university.

Five (5) years of progressive experience in the implementation of healthcare programmes, or similar position. Good knowledge of quality assurance standards in the ECOWAS region. Ability to manage relationships with partner organisations, Ministries of Health and other relevant regulatory bodies to foster solid cooperation.

DUTIES

Under the supervision of the Principal Programme Officer, Human Resources Development for Health, the incumbent shall update course modules; engage in the certification processes for nurses and midwives at basic and post-basic levels; develop a curriculum for nursing training; work closely with the West African College of Nursing (WACN) to identify suitable highly trained nurses; produce a quarterly journal on nursing activities in the region.

3. 0094 PROGRAM OFFICER, HEALTHCARE STANDARDS & QUALITY

QUALIFICATIONS & EXPERIENCE:

Medical Doctor, or pharmacist with training in healthcare quality or a related field from a recognised University.

Five (5) years of progressive experience in the implementation of healthcare programmes. Demonstrated knowledge of public health issues and major health challenges in West Africa. Ability to manage databases and carry out statistical and epidemiological analyses of health data. Good knowledge of quality assurance standards in the ECOWAS region. Ability to manage relationships with partner organisations, Ministries of Health and other relevant regulatory bodies to foster solid cooperation.

DUTIES

Under the supervision of the Principal Programme Officer, Healthcare Delivery, the incumbent shall be responsible for ensuring quality assurance of health facilities in the sub-region and taking care of issues such as patient safety, risk management programmes and healthcare systems-level outcomes review within the region.

4. 0095 PROGRAM OFFICER, RESEARCH – Industries and Third Sector

QUALIFICATIONS & EXPERIENCE:

Medical doctor, university researcher, or pharmacist, or hold a master's degree in public health, epidemiology, biology, sociology, or a similar discipline from a recognized University.

Five (5) years of professional experience in the management and implementation of public health programmes as well as in the implementation of healthcare and pharmacy programs involving research centers/institutions. Knowledge of the health needs, health policies, and related research centers/institutions work environment in the ECOWAS member States. Ability to investigate the occurrence of health effects of medicines and health hazards/risks, strengthen disease surveillance, prevention, control and reporting mechanisms and analyse the determinants of identified health needs. Demonstrated knowledge of WAHO's mandate and operations in the areas of public health, and epidemiology. Knowledge of problems and needs in the pharmaceutical sector at country and regional level, and the ability to develop suggestions for resolving pharmaceutical challenges. Ability to develop programmes to support local pharmaceutical manufacturers to upgrade their facilities to attain GMP/WHO standards. Knowledge of the principles and practice of public health management in the ECOWAS region, and proven ability to conduct Research Development or research with the third sector in West Africa.

5. 0096 PROGRAM OFFICER, RESEARCH – Academic Institutions**QUALIFICATIONS & EXPERIENCE:**

Medical doctor, university researcher or pharmacist, or hold a master's degree in public health, epidemiology, biology, sociology, or a similar discipline from a recognized University.

Five (5) years of progressive experience in the implementation of public health programmes as well as in the implementation of healthcare and pharmacy programs involving research centers/institutions, or similar positions. Knowledge of the health policies and related research centers/institutions' work environment in the ECOWAS member states. Ability to coordinate several actors and a variety of activities to achieve a common goal in the field of public health. Have a perfect mastery of standard software in the field of research.

DUTIES

Under the supervision of the Principal Programme Officer, Research and Grants, the incumbent shall be responsible for the linkage of WAHO with Academic and Research Institutions, the development and implementation of regional research programmes in the region, the development and implementation of capacity building programmes, and the dissemination, summaries, and translation of the research findings into policy and practices.

6. 0097 COMMUNICATION OFFICER**QUALIFICATIONS & EXPERIENCE:**

Bachelor's degree in journalism or public relations or Mass Communication or related field from a recognised University.

Five (5) years' experience in journalism, strategic communication, advertising, or marketing and public or international relations. Proven knowledge of internal communication guidelines and strategy and of production of innovative platform to enhance internal communication across the ECOWAS region. Knowledge in developing communication strategies and plan, internal and external communications. Ability to coordinate and manage complex communication campaigns and events. Ability to conceptualize and contribute to the design of communication campaigns that target larger audiences. Proven knowledge of communication and the ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships.

DUTIES

Under the supervision of the Director General, the incumbent shall be responsible for the development and implementation of Strategic Advocacy and Communications focusing on Public Relations work for the West African Health Organisation (WAHO). The incumbent shall also work to promote WAHO's visibility using traditional media and social media forums.

7. VN98 PROCUREMENT OFFICER

QUALIFICATIONS & EXPERIENCE:

Bachelor's degree (or equivalent) in Business Administration, Public Administration, Commerce, Supply Chain, Law or a related field from a recognized University.

Five (5) years of progressively responsible experience in finance, administration, budget, business administration or a related area including experience working in finance unit in an International Organization, NGO or Multilateral Aid Agencies or equivalent, experience working with financial processes of pooled funds; knowledge of procurement policies, processes and procedures and of purchasing and accounting techniques; good judgement and knowledge of financial rules and regulations; ability to research and gather information from a variety of sources; ability to research, collect, record, and preserve all relevant internal control measures and information (including electronic format) ensuring that a comprehensive information chain is established and maintained; knowledge of all operational processes to identify and evaluate weaknesses in surveillance controls; ability to strengthen processes to actively mitigate/eliminate the potential for non-compliance and breach of ethics; ability to create pattern analysis and statistical models of processes and controls to detect anomalies/weaknesses.

DUTIES

Under the supervision of the Principal Officer, Administration & Human Resources, the Procurement Officer has the responsibility to manage the routine procurement activities of the organisation from the preparation of tender requests, the opening of bids, establishment of purchase orders and monitoring the delivery of goods, works, and services.

8. VN99 GENERAL ADMINISTRATIVE OFFICER

QUALIFICATIONS & EXPERIENCE:

Bachelor's degree or its equivalent in Public Administration, Business Administration, Political Science or in similar field from a recognized University.

Three (3) years of progressively responsible experience in Business administration, Public Administration and External Relations or in a related position. Proven experience of managing materials in SAP or similar software in an international environment or in a similar position. Good knowledge of administrative and financial policies and procedures of ECOWAS. Knowledge of accepted standards, rules and practices, including those developed within ECOWAS. knowledge of conference services and documentation. Familiarity with administrative and financial policies and procedures related to conference services and procedures in a governmental or international organization.

DUTIES

Under the supervision of the Administrative, Assets and Risk Officer, the General Administrative Officer shall play a cross-functional role in the overall management and delivery of office support services by ensuring the smooth operation of ongoing administrative functions, including the creation of a conducive work environment, health and safety, Infrastructure, equipment, assets, building and utility (water, electricity, phone, etc.) management, information storing and retrieval systems, etc.

9. VN100 PAYROLL OFFICER

QUALIFICATIONS & EXPERIENCE:

Bachelor's degree or its equivalent in Accounting, Finance, Audit, Management or a similar related field from a recognized University.

Three (3) years of progressive experience in Accounting, Finance, Administration, Budget, Administration and Human Resource Management. Knowledge of human resources policies, procedures and practices relating to leave, compensation, benefits, pensions, medical care, recruitment, payroll, etc. and the ability to interpret and apply them in an organizational setting. Proven ability to use core SAP/ECM HCM modules to perform HR functions, including inputting, extracting, and interpreting master data. Familiarity with administrative and financial policies and procedures; knowledge and understanding of theories, concepts and approaches relevant to HR salary administration. Technical ability to identify issues, analyze and participate in the resolution of issues/problems and assist with data collection using various methods.

DUTIES

Under the supervision of the Human Resources Officer, the Payroll Officer shall be responsible for processing monthly payroll for the institution in the SAP/ECOLINK system in a smooth and accurate manner. This includes calculating employees' salaries, emoluments, allowances as well as deductions. Moreover, the incumbent shall update monthly payroll information on issues relating to changes in social status, bank details, and employee status such as (salary step or grade change).

10. 0103 Programme Officer Planning

QUALIFICATIONS & EXPERIENCE

Degree in Planning or Health Economics, Statistics, Health Informatics, Health Administration or a related field from a recognized University.

Five (5) years of progressive experience in the field of public health, epidemiology, or similar position. 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 health information systems management and database development. Leading communication activities and ensure effective and timely dissemination of information. Knowledge the principles and practice of public health management in the ECOWAS region, and proven ability to conduct Research Development or research with the third sector in West Africa

DUTIES

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

11. VN123 PO Documentation & Archives

QUALIFICATIONS & EXPERIENCE:

Bachelor's degree or equivalent in Library and Information Science, Documentation and Archiving, Business Administration, Management, or in a similar field from a recognized University. Five (5) years of experience in library and documentation support functions. Good knowledge of ECOWAS rules and regulations on the control and access to documentation, as well as meetings servicing. Proven knowledge in management of library and documentation services. Proven experience in developing information tools on library collection and facilities.

DUTIES

Under the supervision of the Information Communication Technology & Documentation Officer, the Documentation & Archives Officer shall coordinate and manage activities relating to all WAHO's documentation in manual and electronic forms.

12. VN124 ACCOUNTANT**QUALIFICATIONS & EXPERIENCE:**

A bachelor's degree or its equivalent in Accounting, Finance, Audit, Management control or in a similar field from a recognized University. Five (5) years of progressively responsible experience in finance, accounting, budget or similar position. Knowledge and technical competence in financial statements consolidation and ability to respond to internal/external audit queries. Knowledge of cash management practices, policies and procedures, and the ability to make appropriate recommendations to improve their accuracy, security timeliness and efficiency. Knowledge of various payments systems, banking terminologies, pension fund practices and relevant financial management processes and policies. Demonstrated practical knowledge of relevant financial accounting principles and concepts in order to perform tasks in accordance with the generally accepted ECOWAS accounting principles. Demonstrated professional competence and thorough knowledge in accounting. Ability to identify and isolate various and current financial results and to propose options that will enhance financial efficiency and resource allocation. Demonstrated professional competence in budgetary and financial planning, monitoring of budget execution and reporting of budgetary and financial information. Professional Qualifications such as ACCA, ACA will be an advantage.

DUTIES

Under the direct supervision of the Principal Accountant, the incumbent shall be responsible for all book-keeping, and supervision of Accountant Assistants including ensuring the proper usage of funds, bank reconciliations and postings into the general and personal ledgers.