



## JOB DESCRIPTION

JOB CODE:0093

REVIEW DATE:

<b>JOB TITLE:</b>	Programme Officer, Nursing and Midwifery
<b>INSTITUTION</b>	West African Health Organisation
<b>DUTY STATION</b>	Bobo-Dioulasso, Burkina Faso
<b>GRADE</b>	P3/P4
<b>ANNUAL SALARY</b>	US\$ 37,431.66/52,379.70
<b>DIRECTORATE</b>	Healthcare Services
<b>DIVISION</b>	Human Resources Development for Health
<b>LINE SUPERVISOR</b>	Principal Programme Officer, Human Resources Development for Health
<b>SUPERVISING</b>	

### ROLE OVERVIEW

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.

### ROLES & RESPONSIBILITIES

- Maintain a directory of nursing and midwifery schools and other institutions involved with nursing and midwifery education.
- Identify appropriate training institutions for specialized nursing and midwifery training.
- Provide technical support for the development of the training programme for nurses and midwives in the Member States.
- Take appropriate steps to harmonise nursing and midwifery training curricula in the sub-region.
- Update Nursing and Midwifery training courses in the sub-region.
- Collaborate closely with the West African College of Nursing to ensure its progressive development and expansion and assist in the implementation and strengthening of their programmes.
- Provide technical guidance in the publication of suitable educational materials e.g., Journals, modules, etc.
- Identify and keep records of suitably trained nurses and midwives for Technical Assistance Programmes in member states.
- Perform any other duties as may be assigned by the supervisor.

### ACADEMIC QUALIFICATIONS AND EXPERIENCE

#### Education:

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



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### Experience:

- 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.

### 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 respect the chain of command in an appropriate manner;
- 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 subordinates to build strong working relationships and improve performance.
- contribute to maintaining organizational unit's performance goals and standards.

#### CLIENT SERVICE ORIENTATION

- interpersonal skills with the ability to keep a client informed of progress or setbacks in projects of relevance to the 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 needs, mitigates issues and 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;

#### 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;



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- 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

- knowledge of ECOWAS institutions, sectors, programmes and policies;
- 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;
- knowledge of member states development trends, indicators, challenges and opportunities as it relates to project/programme 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

- demonstrate operational computer proficiency using 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 communication technologies(ICT);
- Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.



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### **PLANNING AND IMPLEMENTATION**

- ability to develop, implement an individual action plan for achieving specific work goals;
- identify, organize and monitor tasks throughout 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 assess indicators to monitor performance and to take proactive remedial action as required.

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