



**THE REGIONAL DISEASE SURVEILLANCE SYSTEMS
ENHANCEMENT (REDISSE) PROJECT IN WEST AFRICA**

RECRUITMENT OF A PROJECT OFFICER

TERMS OF REFERENCE

March 2019

INTRODUCTION:

The West African Health Organization (WAHO) is the specialized Institution of the Economic Community of West African States (ECOWAS) responsible for health matters. The mission of the West African Health Organization shall be the attainment of the highest possible standard and protection of health of the peoples in the West African region where communicable and non-communicable diseases remain the main causes of morbidity and mortality.

Consequently, disease control and epidemics prevention in the 15 countries of the region constitute one of the priorities for WAHO.

To help WAHO and countries in the region cope with the burden of communicable and non-communicable diseases, the World Bank has provided funding to countries and WAHO for the implementation of the Regional Disease Surveillance Systems Enhancement Project in West Africa (REDISSE).

The REDISSE Project has five (05) components: C1: Surveillance and Health Information; C2: Laboratory Capacity Building; C3: Preparedness and Emergency Response; C4: Human Resource Management for effective disease surveillance and preparedness for epidemics; and C5: Institutional Capacity Building, Project Management, Coordination and Advocacy.

It covers the 15 ECOWAS Member States, and Mauritania, in 3 phases, namely:

- **Phase – 1:** started in 2016, it covers Guinea, Sierra Leone and Senegal ;
- **Phase – 2:** began in 2017 and covers Togo, Guinée-Bissau, Nigeria and Liberia;
- **Phase – 3:** whose preparations began in late 2017, it will cover Benin, Burkina Faso, Mali, Niger, and Mauritania. ECOWAS countries yet to join and who are expected to do so in the coming months are: Cabo Verde, Ghana, Côte d'Ivoire and The Gambia.

WAHO has been providing regional coordination and monitoring of regional activities, among which:

- The establishment of Centres for Epidemiological Surveillance (CES) in several health districts through capacity building of staff in epidemiology and disease surveillance in line with the PASÉi approach by the Center for International Cooperation in Health and Development (CCISD) and capacity building of Heads of district laboratories in diagnostic techniques for diseases and epidemics by *Fondation Mérieux*;
- The establishment of the regional network of national laboratories and reference laboratories ;
- Master's level training in field epidemiology (FELTP) for several professional officers of the beneficiary countries of the project;
- The conduct of the Joint External Evaluations (JEE) to assess the countries' capacity to implement the IHR;
- The development of countries' Integrated Diseases Surveillance and Response (IDSR) Strategic Plans through technical support of the World Health Organization;
- The carrying out of the capacity strengthening of the veterinary services by the OIE;

- The strengthening of the technical capacities of the ECOWAS Regional Animal Health Centre (RAHC), which eventually will be able to deal with veterinary surveillance in the sub-region.

Given the number of countries covered and the magnitude of the activities to be carried out, WAHO is seeking applications from dynamic, qualified and experienced persons to recruit a Project Officer to assist the REDISSE Project Coordinator at WAHO in his daily tasks.

PURPOSE OF THE MISSION OF THE REDISSE PROJECT OFFICER:

The REDISSE Project Officer will support/help the REDISSE Project Coordinator in the implementation of the REDISSE Project. He/she will report to the REDISSE Project Coordinator and the General Coordinator of the Projects Management Unit (PMU).

TASKS AND RESPONSIBILITIES OF THE REDISSE PROJECT OFFICER:

The incumbent will be involved in the preparation, implementation and monitoring of project activities.

More specifically, he/she will assist the REDISSE Project Coordinator to:

- draw up the annual work plan and budget (AWPB) of the project;
 - develop terms of reference and memoranda for activities;
 - make arrangements for meetings and field missions;
 - prepare correspondence and letters of invitation to be sent to participants for the various activities and meetings;
 - prepare activity and progress reports;
 - prepare follow-up meetings on activities implementation with countries and partners and project implementation agencies;
 - collect information and data from the Project Coordination Units (PCUs) at country level, as well as project partners and implementing agencies;
 - support the Monitoring & Evaluation Unit to populate the project results framework;
 - organize field supervision and monitoring missions;
 - Prepare the Technical Committees and Project Regional Steering Committee Meetings;
 - monitor implementation of the recommendations of all meetings ;
 - prepare the project's account audit in collaboration with the Financial Management Specialist;
- He/ she may represent the REDISSE Project Coordinator at any meeting or task whenever required to do so, within the framework of the implementation of the project;
 - He/she will carry out any other duties assigned by WAHO management;
 - He/she will support other Project Coordinators as required in the execution of their activities.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Have a Master's degree in epidemiology or public health or a related field.
- A certificate in Project management would be an advantage;
- Have at least 7 years of professional experience;

- Professional experience in World Bank-funded project management would be an asset;
- Excellent team building and leadership skills in a multicultural setting;
- Strong computer skills (key MS office application, including project management tools) and ability to use information technology as tool and resource;
- Highly organized and self-directed with a positive interpersonal attitude;
- Demonstrated experience working with a wide variety of partners and diverse stakeholder groups;
- Proficiency in one of the three working/official languages of ECOWAS: English, French, Portuguese. A working knowledge of a second official language would be an advantage.

JOB REQUIREMENTS:

- Good analytical, writing and synthesis skills;
- Ability to take initiative and rigorous handling of issues, with attention to details;
- Ability to communicate and work in English;
- Ability to work in a team under pressure and with diverse stakeholder groups.

DURATION, DUTY STATION AND NATURE OF APPOINTMENT:

This is a consultancy position within the WAHO Project Management Unit and will be financed by the World Bank. The appointment will be for one (1) year subject to initial three (3) months' probation. It may be renewed depending on performance and according to availability of funds. Attractive consolidated remuneration packages will be paid. The REDISSE Project Officer will be based at WAHO Headquarters in Bobo-Dioulasso, Burkina Faso. He or She will travel across the ECOWAS region as required.

Duly qualified Female candidates are strongly encouraged to apply.

Persons interested in this notice are invited to express their interest. They should provide information that they have the required qualifications and relevant skills to deliver on the job (Cover letter indicating the position applied for, detailed Curriculum Vitae - including description of past similar assignments, and experience - and copies of supporting documents).

The desired consultant will be selected in accordance with the procedures for the selection of individual consultants set out in the World Bank's Guidelines: [Selection and Employment of Consultants by World Bank Borrowers](http://www.worldbank.org), (January 2011, revised version in July 2014,) which is available on the Bank's website at <http://www.worldbank.org>.

Interested and qualified individual Consultants should express their interest by submitting their detailed application (in person, by mail or email) to the address below:

Prof. Stanley OKOLO
Director General
West African Health Organization
01 BP 153 Bobo-Dioulasso 01
BURKINA FASO
Email: offres@wahooas.org cc wahooas@wahooas.org

The top right corner of the envelope or the subject of the email must indicate the position applied for. The deadline for receipt of applications is **30th April 2019 at 12:00 hours GMT**.

WAHO or the World Bank will not be responsible for any costs or expenses incurred by the individual consultant in connection with the preparation or submission of the EOI.

Prof. Stanley OKOLO
Director General