



# JOB DESCRIPTION

JOB CODE:0128

REVIEW DATE:

<b>Job Title</b>	<b>PO Pharmaceuticals</b>
<b>Institution</b>	<b>West African Health Organisation</b>
<b>Duty Station</b>	<b>Bobo-Dioulasso, Burkina Faso</b>
<b>Salary in United Dollars</b>	<b>37,431.66/52,379.70</b>
<b>Grade</b>	<b>P3 – P4</b>
<b>Number of Posts</b>	<b>1</b>
<b>Directorate</b>	<b>Public Health and Research</b>
<b>Division</b>	<b>Public Health</b>
<b>Supervisor</b>	<b>Principal Programme Officer Public Health</b>
<b>Supervises</b>	N/A

## Role Overview

Under the supervision of the Principal Programme Officer Public Health, the incumbent shall provide technical support to ECOWAS member countries to develop/revise national medicines and vaccines policies and monitor their impact, with emphasis on equitable access to essential medicines and vaccines.

## Role and Responsibilities

The incumbent shall:

1. Develop policies on equitable access to essential medicines and vaccines for the pharmaceutical sector for ECOWAS member states.
2. Coordinate the implementation of the policies.
3. Develop a framework for the assessment of the impact of the policies on equitable access to essential medicines and vaccines.
4. Identify priority problematic areas and needs in the pharmaceutical sector in member states.
5. Develop suggestions for resolving pharmaceutical challenges.
6. Coordinate the West Africa regional harmonisation process of medicines regulations.
7. Ensure effective coordination and cooperation between WAHO and bilateral and multilateral organizations as well as non-governmental organizations, at country and regional levels.
8. Advocate for the strengthening of ECOWAS member countries capacity on drug regulatory and quality assurance systems.
9. Work with qualified experts to ensure the implementation of the TRIPS safeguards regarding public health.
10. Develop programmes to support local pharmaceutical manufacturers to upgrade their facilities to attain GMP/WHO standards.
11. Compile and update inventory of medicines production companies and medicines regulatory authorities in the region.
12. Collaborate with other directorates in WAHO to ensure synergy in programme design and implementation.
13. Perform any other official tasks as may be assigned by the supervisor.

## Academic Qualifications and Experience:

### Qualifications:

Bachelor's degree in public health, pharmacy, epidemiology from a recognized university.



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## Experience:

- 5 years of progressively responsible experience in the implementation of public health programs involving test and research laboratories, non-epidemic diseases and neglected tropical diseases;
- knowledge of health policies and related laboratory work environment in the ECOWAS member State;
- ability to coordinate a range of diverse actors and activities to achieve a common objective in public health;
- proficiency in working with standard office IT applications in research area.

## 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 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 the 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 ability to keep a client informed of progress or setbacks 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 the management of health information system;
- Knowledge in database development and management. Dhis2 knowledge will be an advantage
- Advanced knowledge in 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;



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- 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 un-biased 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 (English, French & Portuguese). Knowledge of an additional one will be an added advantage.

## **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.