



JOB DESCRIPTION/ TERMS OF REFERENCE

JOB CODE:

DATE:

POSITION	Senior Special Adviser (SSA)
INSTITUTION	West African Health Organisation
GRADE	Attractive Package at level of D1, 3-year fixed term
AGENCY	N/A
DEPARTMENT	
DIRECTORATE	Directorate General
DEPARTMENT	
DIVISION	
LINE SUPERVISOR	Director General
SUPERVISING	Staff in the Directorate General Other Staff as may be delegated by the DG

Summary of Post:

Under the direction of the Director General, the Senior Special Adviser shall provide advisory and managerial support to the Director General (DG). The SSA position is a 3-year fixed term post funded by Bill & Melinda Gates Foundation (BMGF) to mitigate the impact of the abolition of the statutory position of Deputy DG on WAHO's operations and on the DG. The role requires a dynamic and experienced leader in order to ensure effective operationalization of WAHO's organizational strategies. In addition, the SSA shall assume the role of key contact point for the Director General's internal and external relations. The duty of the SSA requires high level of public relations due to the political sensitivity of the Office of the DG.

ROLE & RESPONSIBILITIES

- In coordination with the DG, ensure effective administrative strategies are implemented in a timely manner within ECOWAS regulations;
- Monitor all staff activities according to existing policies, evaluate staff programs and support performance management in order to maintain competency in all organizational policies;
- Support the DG to enforce compliance with institutional directives
- Deputize for the DG and delegate within a delineated scope in the absence of the DG;
- Oversee all communication for WAHO in coordination with the directives of the DG;
- Collaborate with national and international partners to achieve the objectives of the region's countries, ECOWAS Commission, WAHO, and the DG regarding the health of the population;
- Collaborate with WAHO Directors to adequately represent WAHO's interests within the organization, as well as at the national and international levels;
- Assist the Director General in preparing long-term strategies for attainment of WAHO's goals;
- Develop and maintain knowledge of the EcoLink system within WAHO, and ensure timely response by staff to sensitive requests;
- Develop and maintain knowledge of all partners, both current and potential, and oversee strategic communications of various organizational projects;
- Provide guidance and coaching to other members of staff within the directorate when required;
- Perform any other relevant tasks as may be assigned by the Director General.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:

- A Master's degree in any area of Public Health, Health Economics, International



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Relations, Public/Business Administration, or related fields is essential.

- Possession of a post-graduate degree in addition to the essential educational qualification will reduce the number of years of experience by 2 years.

Experience:

- A minimum of 10 years relevant post-qualification experience in any area of public health
- Experience with an international or regional organization is essential

ECOWAS KEY COMPETENCIES

Leadership

- ability to provide leadership, management, and technical oversight for all project activities and program deliverables in accordance with ECOWAS legal and administrative practices and standards;
- ability to conduct periodic reviews of staff performance in keeping with the ECOWAS performance management system and to mentor staff to ensure high levels of motivation, commitment, capacity, and teamwork;
- ability to oversee project management, internal controls and stewardship of financial resources and to address issues in a confident and capable manner whilst making decisions that exemplifies impartial and non-partisan decision-making.
- knowledge of the ECOWAS mandate, strategic plan/priorities as well as the economic, political and social state/trends of member states, as pertains to own scope of work;
- exhibit consistency on actions, values, methods, confidentiality, ethics, measures, principles, expectations and outcomes which connotes a deep commitment to do the right thing for the right reason, regardless of the circumstances;
- ability to establish and maintain effective working relationships with Heads of Institutions, elected officials and statutory employees to facilitate compliance, build engagement, resolve conflicts and obtain support for change;
- ability to respect chain of command in an appropriate manner;

Client Service Orientation

- ability to exercise the initiative and resourcefulness necessary for simultaneously addressing a variety of stakeholder needs, pursuing multiple tasks and achieving positive outcomes;
- ability to create synergies with client groups and others to achieve objectives in setting and monitoring service standards and indicators;
- ability to motivate and engage others in promoting or adopting best practices in client services
- ability to identify and improve services and client interactions through appropriate networks and to create innovative ways of addressing these in an accountable and transparent manner.

Multicultural Sensitivity & Advocacy

- knowledge of anti-discriminatory/human rights regulatory environment and ability to advance strategies to foster an inclusive working environment and healthy organization respectful of cultural diversity and gender equality and free from harassment and discrimination;
- understanding of diverse cultural views especially within West Africa, being sensitive to group differences, gender issues and ability to contribute to, advocate for, and/or develop policies which are gender sensitive and responsive to various cultures;



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- ability to foster a diverse and inclusive interactive work environment that can effectively bring together a wide spectrum of ideas and experiences to solve problems, develop projects/programs and improve results;
- ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- ability to remain objective in managing conflict regardless of cultural differences /positions, gender differences, and encourage other staff to overcome cultural and gender bias and differences.

Knowledge of ECOWAS

- understanding of the ECOWAS organizational structure, workplace culture and dynamics;
- ability to apply knowledge of ECOWAS legal framework, strategic priorities and operational standards to develop/modernize policies and programs and/or to implement policies and programs in a sustainable and effective manner;
- well-developed business, social and political acumen, demonstrating a strong commitment to the vision and mandate of ECOWAS coupled with a broad knowledge of the economic, political and social situations and trends in member states;
- sound judgment and decision-making skills on matters relating to policy and strategy development important to the realization of the ECOWAS mandate and the improvement of outcomes for member states.

Analytical & Critical Thinking

- ability to analyze reports as well as socio-economic and institutional dynamics and recognize areas of potential obstacles or challenges and develop innovative solutions or alternatives to address barriers and achieve strategic/operational priorities;
- ability to anticipate and interpret the effects of environmental changes (social, economic and political), and its impact and make recommendations;
- ability to identify/address strengths and weaknesses, stimulate creativity, reduce resistance to change and improve the achievement of strategic objectives;
- ability to make prudent decisions relating to the management of human, financial and material resources.

Communication

- ability to actively listen and understand perspectives of others to make informed assertions, decisions or recommendations;
- ability to communicate with clarity and conviction, make compelling presentations which promotes new insights, ideas and perspectives and a better understanding of issues and challenges;
- excellent negotiation and conflict management skills focusing on building and nurturing effective and collaborative relationships;
- computer literate and 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), with a working knowledge of one other. Working knowledge of a third language will be a major advantage.



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Planning & Implementation

- ability to prepare plans, set clear objectives in a consistent manner and have effective oversight of performance management practices to ensure that goals and standards are met;
- ability to set effective goals/results and manage change in a manner that demonstrates resilience, composure and a positive outlook in an environment of uncertainty and ambiguity;
- ability to implement plans, mobilize/engage people, identify critical success factors, mitigate risks, monitor indicators and feedback, initiate corrective measure and build capacities for sustainability;
- ability to institute rigorous monitoring and evaluation practices and to learn from setbacks and mistakes to ensure continuous improvement.

Reviewed by HR Officer: Name:		
Validated by Director, Administration and Finance: Name:	Signature:	Date :
Approved by Line Director: Name:	Signature:	Date :
Job Holder: Name:	Signature:	Date :