



JOB DESCRIPTION/ TERMS OF REFERENCE

JOB CODE :0098

DATE REVISED :02/2025

JOB TITLE	PROCUREMENT OFFICER
INSTITUTION	WEST AFRICAN HEALTH ORGANISATION
GRADE	P3/P4
ANNUAL SALARY IN US DOLLARS	37 431,66/52 379,70
NUMBER OF POSITIONS	1
DIRECTORATE	ADMINISTRATION AND FINANCE
DIVISION	ADMINISTRATION AND HUMAN RESOURCE
LINE SUPERVISOR	ADMINISTRATION AND HUMAN RESOURCE OFFICER- PRINCIPAL PROFESSIONAL OFFICER (PPO)
SUPERVISING	PROCUREMENT ASSISTANT

JOB OVERVIEW

Under the supervision of the PPO in charge of Administration and Human Resource, the Procurement Officer will ensure the day-to-day management of procurement activities in accordance with ECOWAS texts and the relevant regulations of the Technical and Financial Partners, in application of the Project Financing Agreements. He/she will be responsible for all procurement-related activities of WAHO, including procurement planning, implementation of procurement processes as well as preparation of Procurement Plan evaluation reports and contract management.

ROLES AND RESPONSIBILITIES

The incumbent shall:

1. Develop an annual WAHO Procurement Plan.
2. Proactively identify and respond to requests.
3. Ensure the execution of procurement activities in accordance with the approved Procurement Plan.
4. Stay up to date with market conditions including sources of supply, prices, availability of products, competitiveness of products and to ensure that fair and reasonable rates are applied prior to any procurement.
5. Prepare tender/bidding documents, contracts, purchase orders and other documents relating to the procurement process.
6. Keep track of the progress of each procurement process, from request to delivery or acceptance, ensuring that priorities are met.
7. Work with the DAF to ensure the availability of funds for procurement and to resolve any funding issues relating to procurement activities at an early stage.
8. Review technical specifications for goods and terms of reference for services and ensure that they comply with ECOWAS and donor directives, standards, regulations, procedures and policies, where applicable.
9. Organize the methodical archiving of the Organization's procurement files and enters into a database, for each procurement procedure (goods, services, works, intellectual services), information relating to technical specifications, the source of supply, the costs applied, delivery times, supplier performance assessments and any other information relating to quality criteria.
10. Analyze all procurement request documents to ensure that the description and specifications required for the goods are clear, that the budgets allocated are available and that the budget lines are appropriate.
11. Prepare periodic, quarterly and annual procurement reports.



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12. Ensure that all contractual commitments arising from contracts concluded are systematically communicated to the DAF
13. Take the necessary measures to ensure that the supervision of contract performance complies with the specific requirements of each contract;
14. Ensure that committees are set up for receipt of goods, works and consultancy services, and that these goods, works and services comply with the contract specifications or terms of reference;
15. Take the necessary measures to ensure the delivery and secure storage of goods at the venues and on the dates agreed in the contracts.
16. Perform any other official duties as may be assigned by line supervisor.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE AND COMPETENCIES

Qualifications:

Hold a Master's degree in Procurement from a recognized university.

Work experience:

- At least five (5) years' professional experience in project and programme procurement in both the public and private sectors.
- In-depth knowledge of procurement policies, processes and procedures, as well as of procurement and accounting techniques;
- Analytical and judgmental skills, as well as a sound knowledge of current financial rules and regulations; ability to research and compile information from a variety of sources;
- Ability to research, collect, record and retain all relevant internal controls and information (including electronic format), ensuring that a complete information chain is established and maintained;
- Have a good understanding of all operational processes in order to identify and assess control and monitoring gaps;
- Be able to strengthen processes to actively mitigate or eliminate compliance and ethical risks;
- Ability to create analytical and statistical models of processes and controls to detect anomalies or gaps.

ECOWAS KEY COMPETENCIES

P3-02-01	LEADERSHIP
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- 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;



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- 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.

P3-03-01 CLIENT SERVICE ORIENTATION

- Strong 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. This 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 organizations 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.

P3-04-01 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;
- 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.

P3-05-01 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;



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- 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.

P3-06-01 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.

P3-07-01 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.

P3-08-01 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.

General Conditions

Citizenship

Applicants must be citizens of an ECOWAS Member State.

Age Limit

They must not be more than 45 years of age at the time of recruitment.



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Duty Station

WAHO is in process of relocation from its current location in Burkina Faso. the post will be located in an ECOWAS country to which WAHO relocate.