



JOB TITLE	WEBMASTER AND NETWORK ADMINISTRATOR
INSTITUTION	ORGANIZATION OUEST AFRICAINE DE LA SANTE
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 RESSOURCE
LINE SUPERVISOR	PROFESSIONAL OFFICER FOR ICT AND DOCUMENTATION
SUPERVISING	IT OPERATIONS ASSISTANT

JOB OVERVIEW

Under the supervision of the Information, Communication and Documentation Technology Officer, the incumbent will be responsible for managing the WAHO website, local network and Internet/Intranet servers (web, messaging, DNS, firewall, etc.). He/she is also responsible for IT security.

ROLES AND RESPONSIBILITIES

1. Maintain the WAHO website.
2. Ensure website conforms to defined standards and design, configure servers and adjust communication parameters to improve efficiency.
3. Ensure that servers and browsers are configured to optimize the visibility of the WAHO website to a wide audience.
4. Ensure web page compatibility with different browsers and perform quality control on third-party content.
5. Maintain and develop web applications.
6. Prepare documentation on web best practices.
7. Develop HL/ASP pages and code in PHP, integrating various comment parameters.
8. Ensure a user-friendly experience on the website.
9. Ensure regular updating of all website content by the Communications team.
10. Provide one's expertise in intranet renovation and maintenance.
11. Configure and optimize web and mail servers (Intranet and Internet)
12. Manage the virtualization of the WAHO web infrastructure.
13. Be responsible for IT security.
14. Carry out Data Protection Impact Assessments (DPIA) to evaluate the risks associated with data processing.
15. Ensure that data protection principles are respected in business processes.
16. Raise awareness and train WAHO staff in data protection policies and best practices.
17. Promote a data protection culture within the Organization.
18. Manage data subjects' requests for access, modification, deletion or portability of their personal data.
19. Ensure that mechanisms are in place to enable individuals to exercise their data protection



rights.

20. Maintain the Registers of Processing Activities (RoPA) in accordance with the RGPD.

21. Ensure Internet access is available to the entire Organization.

22. Perform any other official duties as may be assigned to him/her by his/her line supervisor.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE AND COMPETENCIES

Qualifications :

Hold a bachelor's degree in computer science, computer engineering, business systems analysis and design, information systems management or any other ICT-related field, from a recognized university;

A higher qualification or training in cybersecurity would be an asset.

Work Experience :

- At least 5 years of progressively responsible professional experience in web design, development, implementation and maintenance of information and communication technologies.
- Experience in data protection, compliance, cybersecurity or a similar field would be an advantage.
- A good knowledge of the ECOWAS ICT infrastructure and strategy in relation to the area(s) of use;
- A thorough knowledge of all aspects of the design, development, management, implementation and maintenance of complex web projects using web content management systems and technologies.
- A good knowledge of high-level web programming languages (PHP, ASP. NET, HTML, CSS, etc.) and programming skills, including structured/object-oriented design, relational systems (MS-SQL/MySQL), web platforms (Linux/Apache/Windows), scripting (JavaScript, jQuery, Perl, Linux shell scripts) and query or interrogation languages.

ECOWAS KEY COMPETENCIES

P3-02-01**LEADERSHIP**

- Ability to persuade or urge 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 and junior staff and instill team spirit in order to mobilize staff to carry out a well-defined set of activities.
- Ability to appropriately respect the chain of command.



- Ability to solve problems that arise with a minimum of direction and/or recommend and explain solutions or alternatives for approval.
- Ability to make use of the code of ethics for good self-control, for the management of third parties, and for the management of information and resources.
- Ability to coach others and set up a feedback mechanism including observations and comments from line management, colleagues and collaborators, to establish strong working relationships and improve performance.
- Contribute to staying on course regarding the Organization's objectives and performance standards.

P3-03-01**CLIENT SERVICE ORIENTATION**

- Possess strong interpersonal skills and be able to keep clients informed of progress, shortfalls or challenges encountered in the completion of projects, particularly regarding deadlines, quality and quantity.
- Ability to interact proactively with clients and establish strong relationships based on mutual respect and regular dialogue.
- Ability to establish and maintain professional credibility with clients or stakeholders so as to anticipate their needs, mitigate problems and strike the right balance between professional obligations and the need to be sensitive and responsive to their needs.
- Ability to advise, consult and provide guidance to third parties on matters relating to assigned client service responsibilities and established client service standards.

P3-04-01**MULTICULTURAL SENSITIVITY AND ADVOCACY**

- Ability to respect cultural differences, demonstrate fairness and be able to relate well to others irrespective of their origins, nationalities, genders, ethnicities, races and religions.
- Ability to understand different cultural perspectives, particularly in West Africa, and be sensitive to differences between groups; be able to combat prejudice and practice tolerance and empathy.
- Demonstrate active listening skills, be able to take into account the concerns of others, and exercise good judgment, tact and diplomacy.
- Ability to work in a diverse and inclusive interactive environment that draws on everyone's strengths.
- Ability to take gender issues into account and ensure equitable participation of men and women in all areas of professional life.
- Ability to encourage, empower and advocate on behalf of others in an impartial and transparent manner.

P3-05-01**KNOWLEDGE OF ECOWAS**



- An in-depth knowledge of ECOWAS institutions, sectors of activity, programs and policies.
- A good knowledge of ECOWAS internal operational requirements in terms of programs, projects, services and systems needed to carry out assigned tasks and achieve performance objectives.
- A good knowledge of ECOWAS rules and procedures related to assigned responsibilities and be able to explain them clearly to others.
- knowledge of cultural and structural issues as well as performance issues and other ECOWAS priorities, which have an impact on the assigned responsibilities.
- In-depth knowledge of member states' development trends, indicators, challenges and opportunities as they relate to projects or programs relevant to this position.

P3-06-01**ANALYTICAL AND CRITICAL THINKING**

- Ability to analyze data or information from a variety of sources, identify anomalies or problems, observe their trends, draw conclusions and make recommendations
- Ability to distinguish between the various key parts of a problem or process to identify shortcomings and correct them to achieve service, quality assurance, compliance and performance objectives.
- Possess the knowledge and skills to apply the techniques required to generate creative ideas and new approaches to achieving objectives.
- Ability to use evidence and research to inform policies and programs, and to identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or other internal committees.

P3-07-01**COMMUNICATION**

- Proven computer skills and ability to use appropriate tools.
- Ability to make judicious use of graphs and tables to present numerical data when writing reports or semi-complex technical proposals, as well as to modify or check templates, letters, etc.
- Ability to convey information in a clear, concise, succinct and organized manner, both orally and in writing.
- Ability to maintain good interpersonal relations, communicate, express opinions and debate with others in a constructive manner.
- A perfect command of information and communication technologies (ICT);
- A good command (oral and written) of one of the official languages of ECOWAS, namely English, French and Portuguese. Working knowledge of one of the other two languages would be an asset.

**JOB DESCRIPTION / TERMS OF REFERENCE****JOB CODE : 139****DATE REVISED : 02/2025****P3-08-01****PLANNING AND IMPLEMENTATION**

- Ability to develop and implement an individual action plan for the achievement of specific work objectives.
- Identify, organize and monitor tasks to facilitate their execution process.
- Ability to contribute to the implementation or provide leadership of projects in accordance with recognized project management standards and techniques, as well as to coordinate third-party contributions so as to define and meet deadlines.
- Ability to organize work, prioritize and meet deadlines while paying close attention to details, stakeholders, indicators and risks.
- Ability to identify, collect and evaluate indicators for performance monitoring in order to take corrective action proactively, where necessary.

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.

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.