



JOB PROFILE

JOB TITLE	PROCUREMENT ASSISTANT
JOB CODE	102
INSTITUTION/AGENCY	WEST AFRICAN HEALTH ORGANISATION
GRADE	G4/G5
DIRECTORATE	ADMINISTRATION AND FINANCE
ANNUAL SALARY	15,612.30 / 26,151.99
NUMBER OF POSITIONS	1
STATUS	PERMANENT
DIVISION	ADMINISTRATION AND HUMAN RESOURCES
LINE SUPERVISOR	PROFESSIONAL OFFICER, PROCUREMENT
SUPERVISING	N/A
DUTY STATION	CÔTE D'IVOIRE

ROLE OVERVIEW

Under the supervision of the Procurement Officer, the Procurement Assistant shall provide administrative services in the management of Organisation's procurement activities, from ordering to delivery of goods, works and services.

ROLE AND RESPONSIBILITIES

1. Monitor and update the procurement plan.
2. Maintain the database of documents from suppliers of goods or services and/or specifications regarding sources of supply.
3. Follow up on Expressions of Interest published on websites and in national or regional press and media.
4. Prepare bidding documents, contracts, purchase orders and other procurement documents.
5. Prepare all tender documents prior to procurement meetings and draft minutes (reports) of such meetings.
6. Participate in meetings of technical subcommittee for bid evaluation and stand in for the Procurement Officer, as necessary.
7. Participate in goods/services receipt committee.
8. Follow up on contracts submitted for approval and execution of said contracts.
9. Draft letters of award and refusal of contracts and submit them to line manager.
10. Prepare and monitor schedule of procurement committee and review committee meetings and send out various invitation letters.
11. Update database of supplier performance evaluation and quality requirements.
12. Update database of goods and services costs.
13. Provide update on weekly contract monitoring report.
14. Inform supervisor of any excessive or unjustified delays in procurement process.
15. Draft a reminder or formal notice to defaulting suppliers.
16. Review terms of reference for goods and services, ensuring that they comply with applicable standards, regulations and procedures.



JOB PROFILE

17. Perform any other duties as may be assigned by supervisor.

ACADEMIC QUALIFICATIONS, SKILLS EXPERIENCE

Education:

Hold a Higher Technical Certificate (BTS) or equivalent in finance or accounting.
Higher education in procurement is an asset.

Work experience :

- Have at least five (5) years of cognate professional experience in procurement.
- Experience in development partners' procurement procedures would be an asset.
- Experience in contract management and/or contract administration with experience working with an ERP system in the field of procurement and/or supply chain management.
- Working knowledge of procurement policies, processes and procedures with purchasing and accounting techniques related to assigned duties.
- Working knowledge of financial rules and regulations with ability to research and gather information from various standard sources and use good judgement in the performance of assigned duties.

AGE LIMIT

- Must be a citizen of an ECOWAS Member State.
- Must not be more than 35 years of age at the time of recruitment.
- This does not apply to internal candidates.

ECOWAS KEY COMPETENCIES

G5-02-01	LEADERSHIP
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| <ul style="list-style-type: none">• Ability to make suggestions for improving work methods based on own observations and confidently ensure that these suggestions are implemented as required.• Proven experience working efficiently as a team member, mentoring teams and occasionally leading discussions, and/or assuming other leadership roles as appropriate.• Ability to support the team by keeping abreast of the team's initiatives, events and needs, assisting team leaders as required.• Ability to work under pressure and be dependable for results.• Ability to take responsibility for own career and performance and engage in self-assessment activities independently.• Ability to develop and maintain the skills and expertise required to perform the role efficiently. |
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JOB PROFILE

G5-03-01	CLIENT SERVICE ORIENTATION	<ul style="list-style-type: none"> • Demonstrate excellent work ethics, positivity, motivation, flexibility and problem-solving skills to successfully carry out tasks associated with position. • Ability to resolve routine problems and make recommendations to improve the quality/quantity of services to clients. • Ardent desire to help others in a variety of circumstances related to own work area and to refer to appropriate person for further assistance if required. • Ability to work as part of a team to meet user needs. • Ability to manage own time efficiently and meet service standards and objectives related to assigned responsibilities.
G5-04-01	MULTICULTURAL SENSITIVITY AND ADVOCACY	<ul style="list-style-type: none"> • Ability to access internal resources or services to enhance cultural awareness and actively seek to improve multicultural skills when interacting with others from different cultural and linguistic backgrounds. • Ability to listen attentively to people's ideas, requests and concerns and to understand, internalize and develop diversity management skills in accordance with ECOWAS rules and policies. • Ability and responsibility to integrate gender issues and ensure equal participation of women and men in all areas of work. • Ability to recognise preconceived ideas and stereotypical views of certain groups and individuals and successfully adopt inclusive and culturally appropriate behaviours.
G5-05-01	KNOWLEDGE OF ECOWAS	<ul style="list-style-type: none"> • Have basic understanding of the mandates and functions of ECOWAS organisations, especially own institution. • Be conversant with ECOWAS routine procedures and practices as it relates to assigned responsibilities and work tools. • Ability to apply ECOWAS standards for emailing and other routine tasks and to keep records, and information pertaining to assigned tasks in accordance with applicable rules and regulations. • Ability to apply ECOWAS procedures relevant to tasks and demonstrate a good understanding of associated systems, processes, rules and/or standards sufficiently to explain their necessity and to identify errors and consequences.
G5-06-01	ANALYTICAL AND CRITICAL THINKING	<ul style="list-style-type: none"> • Excellent numeracy skills with ability to collect, collate, classify and summarize data following clear and simple instructions.



JOB PROFILE

- Ability to be innovative with established procedures with a view to improving performance and/or output.
- Ability to detect and correct errors and ensure rigorous and accurate file archiving.
- Ability to collect and organise information and data in a simple and understandable manner.

G5-07-01

COMMUNICATION

- Ability to provide accurate and comprehensive information to supervisor/co-workers/clients, at their request, using judgment, tact and diplomacy.
- Proficiency in the use of computers with advanced word-processing skills, including practical knowledge of spreadsheets (e.g. Excel), inter/intranet databases, email and social networks.
- Ability to read, listen to and understand routine instructions and carry them out with limited supervision.
- Ability to produce clear, concise, logical and grammatically correct written materials in one of the three (3) official languages of ECOWAS and have equal linguistic proficiency in oral communication.
- Ability to address issues with others in a candid, timely and straightforward manner.
- Proficiency in information and communication technology (ICT).
- Good command (oral and written) of any of the official ECOWAS languages, namely English, French and Portuguese. Working knowledge of an additional one would be an added advantage.

G5-08-01

PLANNING AND IMPLEMENTATION

- Ability to organize routine tasks and identify solutions to address conflicting priorities or new or changing tasks.
- Ability to develop work objectives and identify the steps needed to achieve these objectives.
- Ability to understand and contribute to team or work unit goals as directed by supervisor.
- Ability to work within well-established office practices and balance multiple tasks within set deadlines.

Assessment method: Assessment of qualified candidates may include a written exercise and a competency-based interview.

ECOWAS Work Environment:

ECOWAS provides a work environment that reflects the values of gender equality, diversity, integrity and a healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore, we encourage women to apply for positions that suit their competencies. Individuals from minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are also highly encouraged to apply. Diversity, Equity and Inclusion is at the heart of ECOWAS's workforce.



JOB PROFILE

Disclaimer:

Selection and appointment will be subject to background and reference checks and other administrative requirements.

ECOWAS does not charge for any application, processing, training, interviewing, testing in connection with application or recruitment processes and does not concern itself with information on applicants' bank accounts.

This position is subject to local recruitment pursuant to staff rule article 9.3 of the ECOWAS Staff Regulations (revised 2021). All staff in the General Service and related categories shall be recruited from ECOWAS citizens who are resident in the Member state where the position has been advertised. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.