



## JOB PROFILE

<b>JOB TITLE</b>	<b>DATABASE MANAGEMENT ASSISTANT</b>
<b>JOB CODE</b>	<b>0128</b>
<b>INSTITUTION/AGENCY</b>	<b>WEST AFRICAN HEALTH ORGANISATION (WAHO)</b>
<b>GRADE</b>	<b>G4/G5/G6</b>
<b>DIRECTORATE</b>	<b>PLANNING AND HEALTH INFORMATION</b>
<b>ANNUAL SALARY</b>	<b>15,612.30/30,932.71</b>
<b>NUMBER OF POSITIONS</b>	<b>1</b>
<b>STATUS</b>	<b>PERMANENT</b>
<b>DIVISION</b>	<b>N/A</b>
<b>LINE SUPERVISOR</b>	<b>PROFESSIONAL OFFICER, DATABASE MANAGEMENT</b>
<b>SUPERVISING</b>	<b>N/A</b>
<b>DUTY STATION</b>	<b>CÔTE D'IVOIRE</b>

### ROLE OVERVIEW

Under the supervision of the Professional Officer, Database Management, the Database Management Assistant shall ensure regular maintenance of data in the data warehouse. He/she will contribute significantly to the management of the regional health information sharing platform.

### ROLE AND RESPONSIBILITIES

1. Ensure collection and regular updating of health data from member countries within the database.
2. Conduct data quality assurance activities at the regional level to ensure data reliability.
3. Develop and implement feedback mechanisms to continuously improve data quality.
4. Contribute to the security and integrity of data stored in the database.
5. Perform regular checks on the quality of data input into the regional database.
6. Contribute to the resolution of technical issues related to databases in countries.
7. Prepare programmes and materials for efficient data visualisation.
8. Keep a centralised database of all technical assistance requests from member countries.
9. Perform any other duties as may be assigned by supervisor.

### ACADEMIC QUALIFICATIONS, SKILLS EXPERIENCE

#### Education:

- Hold a Higher Technical Certificate (BTS), University Technology Diploma (DUT), Higher Technician Diploma (HTD) or Higher National Diploma (HND) in computer science or statistics.
- Advanced training in computer science, statistics would be an asset.
- Certificates in specialised areas, especially database management, are desirable.

#### Work experience:

- Five (5) years of professional experience in data collection, entry and management.
- Robust knowledge of IT database management policies, processes and procedures.
- Good command of information storage, archiving and retrieval techniques.



## JOB PROFILE

### 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

#### G4-02-01 LEADERSHIP

- Ability to make suggestions for improving working 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 leading discussions occasionally, and/or assuming other leadership roles as appropriate.
- Ability to support the unit or division overseeing the position by keeping abreast with the initiatives, activities and needs of that unit and providing assistance to unit or division managers, as appropriate.
- 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.

#### G4-03-01 CLIENT SERVICE ORIENTATION

- Demonstrate excellent work ethic, positivity, motivation, flexibility and problem-solving skills to successfully complete the tasks associated with position.
- Ability to take initiative to resolve recurring problems and make recommendations to improve the quality /quantity of services to clients
- Demonstrate altruism in various circumstances related to own field of work and refer to the appropriate person for further assistance, if necessary.
- Ability to work as part of a team to meet user needs.
- Ability to efficiently manage time and meet service standards and targets related to assigned responsibilities.

#### G4-04-01 MULTICULTURAL SENSITIVITY AND ADVOCACY

- Ability to identify and use internal resources to develop an understanding of cultural differences and actively improve intercultural 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.



## JOB PROFILE

- Ability and responsibility for incorporating gender perspectives and ensuring 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.

### **G4-05-01**      **KNOWLEDGE OF ECOWAS**

- Basic understanding of the ECOWAS organizations mandates and its functions, particularly those of 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.

### **G4-06-01**      **ANALYTICAL AND CRITICAL THINKING**

- Excellent numeracy skills with the ability to collect, collate, classify and summarize data following clear and simple instructions.
- 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 gather and arrange information and data in a simple and understandable manner.

### **G4-07-01**      **COMMUNICATION**

- Ability to provide accurate and comprehensive information to supervisor/co-workers/clients, as requested, using good 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).



## JOB PROFILE

- Good command (oral and written) of any of the official ECOWAS languages, namely English, French and Portuguese. Working knowledge of any of the other languages would be an asset.

**G4-08-01**

### PLANNING AND IMPLEMENTATION

- Ability to organize routine tasks and identify solutions to address conflicting priorities or uncertainty in the performance of 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.

### 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.