



WEST AFRICAN HEALTH ORGANISATION  
ORGANISATION OUEST AFRICAINE DE LA SANTE  
ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE

## INTER-INSTITUTIONAL MEMORANDUM

<b>To :</b>	All Heads of Institutions
<b>From :</b>	Director General, WAHO
<b>Ref. :</b>	ECOW-A10/CIS/02/2026/fk
<b>Date :</b>	Feb 13, 2026
<b>Subject :</b>	Internal recruitment to 17 local vacancies at the West African Health Organisation (WAHO)

Please find attached seventeen (17) vacancy announcements in the general service category in the three ECOWAS languages. These notices are to be published internally on your various official websites, for 15 days (18 February 2026 to 4 March 2026 inclusive) for internal applications.

No	VN	Number of Positions	ENGLISH
1	101	2	ADMINISTRATIVE ASSISTANTS
2	102	1	PROCUREMENT ASSISTANT
3	107	5	DRIVERS
4	108	4	OFFICE MANAGERS
5	110	1	IT ASSISTANT (SOFTWARE SUPPORT)
6	111	1	IT ASSISTANT (MAINTENANCE AND USER SUPPORT)
7	117	1	SENIOR PROTOCOL ASSISTANT
8	119	1	DRIVER, RCSDC
9	121	1	OFFICE MANAGER, RCSDC
10	128	1	PROGRAMME ASSISTANT, DATA COLLECTION MANAGEMENT
11	129	1	HEALTH ANALYST ASSISTANT
12	130	1	DG OFFICE MANAGER
13	131	1	DG ADMINISTRATIVE ASSISTANT
14	132	4	OFFICE AIDES
15	134	3	ACCOUNTING ASSISTANTS
16	138	2	PROTOCOL ASSISTANT
17	142	1	HUMAN RESOURCES ASSISTANT

You will find attached the advertisement, the job descriptions and the job application form.

Thank you in advance for your candid cooperation.

Dr. Melchior Athanase J.C. AISSI  
DIRECTOR GENERAL



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## VACANCIES IN THE GENERAL SERVICES NOTICES OPEN TO INTERNAL AND EXTERNAL APPLICANTS

The West African Health Organisation (WAHO) is the health institution of the Economic Community of West African States (ECOWAS), with a mandate to lead and coordinate programmes aimed at ensuring the attainment of the highest possible standard and protection of health of the people in the ECOWAS region. WAHO is seeking suitably qualified candidates, ECOWAS citizens, to fill the following General Service positions.

Interested candidates can visit the websites of WAHO, the ECOWAS Commission, the ECOWAS Community Court of Justice, the Parliament and GIABA (<http://www.wahooas.org>; <http://www.ecowas.int>; <http://www.courtecowas.org>; <http://www.parl.ecowas.int>; <http://www.giaba.org>) to download the job description for the position they wish to apply for by clicking on the job title. To complete the standard application form, please click on the "Job Application Form". All applications must be sent electronically to the address specified for each position.

**Evaluation Methodology:** The evaluation of qualified candidates may include a written exercise and a competency-based interview.

### **ECOWAS working environment:**

ECOWAS offers a working environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity within the organization and therefore strongly encourage women to apply for positions that match their skills. People from ethnic minority groups, indigenous peoples, people with disabilities, and other underrepresented groups are also strongly encouraged to apply. Diversity, equity and inclusion of staff are the heartbeat of ECOWAS.

### **Disclaimer:**

Selection and appointments will be subject to a work history and reference check as well as other administrative requirements.

ECOWAS does not charge any fees for applications, processing, training, interviews, tests in relation to the application or recruitment processes and does not concern itself with the information on the candidates' bank accounts.

This position is subject to local recruitment in accordance with Article 9.3 of the ECOWAS Staff Regulations (revised in 2021). All staff in the General Service and related categories are recruited from among ECOWAS citizens residing in the Member State where the position was advertised. A locally recruited staff member is not entitled to allowances or benefits reserved for international recruitment.

### **General Conditions:**

- Applicants must be citizens of an ECOWAS Member State and residing in **Côte d'Ivoire**.
- They must not be more than **35 years of age at the time of recruitment**.
- The age limit does not apply to internal applicants.
- No document submitted will be returned.
- Only shortlisted candidates will be contacted.
- Deadline for submission of Internal applications: **10/03/ 2026**.
- Deadline for submission of External applications: **19/03/2026**.
- Shortlisting and interview procedures are based on the ECOWAS Staff Regulations.
- Shortlisted candidates will be required to undergo written tests and/or interviews.



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- Offers of employment will be subject to a satisfactory background check.

**Qualified candidates must submit the following:**

- A duly completed Job Application Form ([click here](#))
- A signed cover letter for the position (max. 1 page)
- An updated and signed Curriculum Vitae
- A copy of the birth certificate for nationals
- A copy of residence permit for non-nationals

**Email addresses for application:**

**Duty Station:**

- Abuja, Nigeria

No	VN	Number of Positions	ENGLISH	EMAIL ADDRESS FOR INTERNAL SUBMISSION	EMAIL ADDRESS FOR EXTERNAL SUBMISSION
1	119	1	DRIVER, RCSDC, ABUJA	<a href="mailto:intvn119drvrcdc@wahooas.org">intvn119drvrcdc@wahooas.org</a>	<a href="mailto:vn119drvrcdc@wahooas.org">vn119drvrcdc@wahooas.org</a>
2	121	1	OFFICE MANAGER, RCSDC, ABUJA	<a href="mailto:intvn121aburorcdc@wahooas.org">intvn121aburorcdc@wahooas.org</a>	<a href="mailto:vn121abur-orcdc@wahooas.org">vn121abur-orcdc@wahooas.org</a>

- Abidjan, Republic of Côte d'Ivoire

No	VN	Number of Positions	ENGLISH	EMAIL ADDRESS FOR INTERNAL SUBMISSION	EMAIL ADDRESS FOR EXTERNAL SUBMISSION
1	101	2	ADMINISTRATIVE ASSISTANTS	<a href="mailto:intvn101asadm@wahooas.org">intvn101asadm@wahooas.org</a>	<a href="mailto:vn101asadm@wahooas.org">vn101asadm@wahooas.org</a>
2	102	1	PROCUREMENT ASSISTANT	<a href="mailto:intvn102aspm@wahooas.org">intvn102aspm@wahooas.org</a>	<a href="mailto:vn102aspm@wahooas.org">vn102aspm@wahooas.org</a>
3	107	5	DRIVERS	<a href="mailto:intvn107driver@wahooas.org">intvn107driver@wahooas.org</a>	<a href="mailto:vn107driver@wahooas.org">vn107driver@wahooas.org</a>
4	108	4	OFFICE MANAGERS	<a href="mailto:intvn108gburo@wahooas.org">intvn108gburo@wahooas.org</a>	<a href="mailto:vn108gburo@wahooas.org">vn108gburo@wahooas.org</a>
5	110	1	IT ASSISTANT (SOFTWARE SUPPORT)	<a href="mailto:intvn110suplog@wahooas.org">intvn110suplog@wahooas.org</a>	<a href="mailto:vn110suplog@wahooas.org">vn110suplog@wahooas.org</a>
6	111	1	IT ASSISTANT (MAINTENANCE AND USER SUPPORT)	<a href="mailto:intvn111suputil@wahooas.org">intvn111suputil@wahooas.org</a>	<a href="mailto:vn111suputil@wahooas.org">vn111suputil@wahooas.org</a>
7	117	1	SENIOR PROTOCOL ASSISTANT	<a href="mailto:intvn117protsen@wahooas.org">intvn117protsen@wahooas.org</a>	<a href="mailto:vn117protsen@wahooas.org">vn117protsen@wahooas.org</a>
8	128	1	DATA COLLECTION MANAGEMENT ASSISTANT	<a href="mailto:intvn128apgcd@wahooas.org">intvn128apgcd@wahooas.org</a>	<a href="mailto:vn128apgcd@wahooas.org">vn128apgcd@wahooas.org</a>
9	129	1	HEALTH ANALYST ASSISTANT	<a href="mailto:intvn129apas@wahooas.org">intvn129apas@wahooas.org</a>	<a href="mailto:vn129apas@wahooas.org">vn129apas@wahooas.org</a>
10	130	1	DG - OFFICE MANAGER	<a href="mailto:intvn130gbdg@wahooas.org">intvn130gbdg@wahooas.org</a>	<a href="mailto:vn130gbdg@wahooas.org">vn130gbdg@wahooas.org</a>
11	131	1	DG - ADMINISTRATIVE ASSISTANT	<a href="mailto:intvn131aadg@wahooas.org">intvn131aadg@wahooas.org</a>	<a href="mailto:vn131aadg@wahooas.org">vn131aadg@wahooas.org</a>
12	132	4	OFFICE AIDE	<a href="mailto:intvn132aburo@wahooas.org">intvn132aburo@wahooas.org</a>	<a href="mailto:vn132aburo@wahooas.org">vn132aburo@wahooas.org</a>
13	134	3	ACCOUNTING ASSISTANT	<a href="mailto:intvn134acomp@wahooas.org">intvn134acomp@wahooas.org</a>	<a href="mailto:vn134acomp@wahooas.org">vn134acomp@wahooas.org</a>
14	138	2	PROTOCOL ASSISTANTS	<a href="mailto:intvn138aprot@wahooas.org">intvn138aprot@wahooas.org</a>	<a href="mailto:vn138aprot@wahooas.org">vn138aprot@wahooas.org</a>
15	142	1	HUMAN RESOURCES ASSISTANT	<a href="mailto:intvn142arh@wahooas.org">intvn142arh@wahooas.org</a>	<a href="mailto:vn142arh@wahooas.org">vn142arh@wahooas.org</a>



<b>VN 101 - ADMINISTRATIVE ASSISTANT – (2)</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a Higher Technical Certificate (BTS/DUT/DTS), Higher National Diploma (HND) or equivalent in business management, commerce, literature or humanities or social sciences, or secretarial studies;</p> <p>A higher education in Administration or logistics would be an asset.</p>	<p>Under the supervision of the Professional Officer, General Administration, the Administrative Assistants shall perform routine administrative activities such as drafting correspondence, managing office supplies and supervising drivers, daily office maintenance, managing utilities (electricity, water, telephone, etc.) and vehicle tracking (maintenance, road worthiness tests/ technical inspections, insurance, logbook). They shall also prepare reports and maintain filing or archiving systems.</p>
<b>VN 102 – PROCUREMENT ASSISTANT</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a Higher Technician Certificate (BTS) or equivalent in finance, accounting.</p> <p>Higher level of training in procurement is an asset.</p>	<p>Under the supervision of the Procurement Officer, the Procurement Assistant shall provide administrative services in the management of the Organization's procurement activities, from ordering to delivery of goods, works and services.</p>
<b>VN 107 - DRIVERS (5)</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a secondary school leaving certificate, including the Baccalaureate or equivalent. Also hold a certificate attesting to training at a driving school, as well as a valid driving licence appropriate for the type of vehicle concerned.</p>	<p>Under the supervision of the Professional Officer in Charge of General Administration, the driver shall carry guests, delegates and staff to and from the airport, WAHO offices, meeting venues and official ceremonies. He/she also shall transport administrative and financial staff between the offices and various banks, and performs other tasks such as paying utility bills, collecting and distributing mail, etc.</p>
<b>VN 108 -OFFICE MANAGERS FOR DAF /DHS/DPHI/DPHR (4)</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a Higher Technical Certificate (BTS/DUT/DTS) or <i>Higher National Diploma (HND)</i> or equivalent certificate in secretarial studies or administration from a recognised institution.</p> <p>Working knowledge of a second ECOWAS language is an asset.</p>	<p>Under the supervision of the Director, the Office Manager shall play a key role in the smooth running of the Department. From welcoming visitors to reception of calls, fixing appointments, organizing the schedule of his/her superior, drafting of correspondence and filing documents, his/her duties will be critical to the daily activities of the Department. In this regard, he/she must be highly accessible and responsive to requests from internal and external parties. In addition, he/she assists in finalising correspondence for Programme Officers.</p>



<b>VN 110 - IT ASSISTANT (SOFTWARE SUPPORT)</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a higher technical certificate (BTS/DUT/DTS) in <b>computer science, software engineering or information technology.</b></p> <p>Bachelor's degree in <b>computer science, software engineering, and information technology.</b></p> <p>Specific technical certification (<b>SAP, ITIL, Microsoft, etc.</b>) would be an asset.</p>	<p>Under the supervision of Webmaster and Network Professional Officer, the incumbent shall provide technical assistance for software implementation. He or she will provide support to SAP/ECOLINK users, participate in the development of terms of reference for application development and implementation of new projects. He/ she will also participate in implementation of applications, perform the necessary tests prior to their deployment and provide corrective maintenance for applications.</p>
<b>VN 111 - IT ASSISTANT (MAINTENANCE AND USER SUPPORT)</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a Higher Technical Certificate (BTS/DUT/DTS) in <b>computer science, information technology, systems and networks, or IT maintenance.</b></p> <p>Technical certification (<b>Cisco CCNA, ITIL Foundation, or equivalent</b>) would be an asset.</p>	<p>Under the general supervision of Webmaster and Network Professional, the IT Assistant shall perform various tasks related to IT operations. He/she will contribute to the development of operational procedures, provide technical support and assist staff members and guests by diagnosing and resolving basic IT issues.</p>
<b>VN 117 - SENIOR PROTOCOL ASSISTANT</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a Higher Technical Certificate (BTS/DUT/DTS) or <i>Higher National Diploma (HND)</i> or equivalent certificate in Protocol, Administration, International Relations or Political Science from a recognised higher education institution.</p> <p>A higher degree in one of the above fields is an added advantage.</p>	<p>Under the supervision of the Travel and Protocol Officer, the Senior Protocol Assistant shall provide technical administrative support in planning, execution, management and coordination of all aspects of protocol and travel services for WAHO staff and partners.</p>
<b>VN 119 – DRIVER - RCSDC BASED IN ABUJA</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a secondary school certificate, such as a Baccalaureate or equivalent. Also hold a certificate attesting to training at a driving school, as well as a valid driving licence appropriate for the type of vehicle concerned.</p>	<p>Under the supervision of the Head of Administration and Finance, the driver shall carry guests, delegates and staff to and from the airport, RCSDC office, meeting venues and official ceremonies. He or she also shall transport administrative and finance staff between RCSDC and various banks, and carry out other tasks such as paying utility bills, collecting and distributing mail, etc.</p>



<b>VN 121 – OFFICE MANAGER – RCSDC – BASED IN ABUJA</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a <i>Higher Technical Certificate (BTS/DUT/DTS)</i> or <i>Higher National Diploma (HND)</i> or equivalent certificate in secretarial studies or administration from a recognised institution.</p> <p>Working knowledge of a second ECOWAS language is an asset.</p>	<p>Under the supervision of the Director, the Office Manager shall play a key role in the smooth running of the Department Under the supervision of the Director, the Office Manager shall play a key role in the smooth running of the Department. From welcoming visitors to reception of calls, fixing appointments, organizing the schedule of his/her superior, drafting of correspondence and filing documents, his/her duties will be critical to the daily activities of the Department. In this regard, he/she must be highly accessible and responsive to requests from internal and external parties. In addition, he/she will assist in finalising correspondence for Programme Officers.</p>
<b>VN 128 - DATABASE MANAGEMENT ASSISTANT</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a <i>Higher Technical Certificate (BTS/DUT/DTS)</i> or <i>Higher National Diploma (HND)</i> or equivalent certificate in secretarial studies or administration from a recognised institution.</p> <p>Working knowledge of a second ECOWAS language is an asset.</p>	<p>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.</p>
<b>VN 129 - HEALTH DATA ANALYST ASSISTANT</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a <i>Higher Technical Certificate (BTS)</i>, <i>University Technology Diploma (DUT)</i>, <i>Higher Technician Diploma (DTS)</i> or <i>Higher National Diploma (HND)</i> in computer science, statistics or equivalent.</p> <p>Advanced training in epidemiology, statistics, health information, economics or a relevant field would be an asset.</p>	<p>Under the supervision of the Professional Officer, Health Data Analyst, the incumbent shall provide technical support in the processing and analysis of regional health data from Member States.</p>
<b>VN 130 – DG OFFICE MANAGER</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a <i>Higher Technical Certificate (BTS/DUT/DTS)</i> or <i>Higher National Diploma (HND)</i> or equivalent certificate from a recognised institution of higher education.</p> <p>Additional training in administrative, secretarial or commercial practices is desirable.</p> <p>Working knowledge of a second ECOWAS language is an asset.</p>	<p>Under the supervision of the Director General, the Office Manager shall play a key role in the smooth running of the Directorate General by overseeing the arrangement of all documents requiring the Director General’s approval and action. He or she acts as an interface between the General Directorate and other ECOWAS institutions, partners and other WAHO departments.</p>



<b>VN 131 – DG ADMINISTRATIVE ASSISTANT</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a Higher Technical Certificate (BTS/ DUT/DTS) or Higher National Diploma (HND) or equivalent in business management, commerce, arts, humanities, social sciences, or secretarial studies. Have completed additional training in administrative, secretarial practices. Possession of a professional diploma or higher qualification in administration or logistics is an additional asset.</p>	<p>Under the supervision of the Office Manager, the Administrative Assistant shall perform routine administrative tasks such as drafting correspondence, managing office supplies, daily office maintenance, and managing utilities. He/she is also responsible for preparing reports and maintaining filing or archiving systems.</p>
<b>VN 132 – OFFICE AIDES DAF/DHS/DPHI/DPHR (4)</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a Baccalaureate (BAC) or equivalent certificate.</p>	<p>Under the supervision of the director, the incumbent shall manage the administrative functions of the office, including keeping hardcopy and electronic records, taking notes and writing meeting minutes, and managing office supply inventory.</p>
<b>VN 134 – ACCOUNTS ASSISTANTS (3)</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a Higher Technical Certificate (BTS/DUT/DTS) /HND or equivalent certificate in accounting or finance from a recognised university. Higher degree in accounting, finance or equivalent would be an advantage.</p>	<p>The incumbent shall report to an Accountant who supervises the activities and tasks of three (3) Accounting Assistants. Each Accounting Assistant is assigned to a specific area of accounting : Bank Reconciliations, Accruals and Settlements, or primarily Payment Services, in accordance with the roles and responsibilities described below.</p>
<b>VN 138 - PROTOCOL ASSISTANTS (2)</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Hold a <i>Higher</i> Technical Certificate (BTS/DUT/DTS) or <i>Higher National Diploma (HND)</i> or equivalent certificate in Protocol, Administration, International Relations or Political Science from a recognised higher education institution. A higher degree in one of the above fields is an added advantage.</p>	<p>Under the supervision of the Senior Protocol Assistant, Assistant Protocol Officers shall provide day-to-day administrative support in the management of ticketing services, travel invoices and relations with travel agencies.</p>
<b>VN 142 – HUMAN RESOURCES ASSISTANT</b>	
<b>Education</b>	<b>Tasks Overview</b>
<p>Brevet de Technicien Supérieur (BTS) or Higher National Diploma (HND) in human resource management from a recognised training institution. Possession of a higher qualification in human resource</p>	<p>Under the supervision of the PO Human Resource, the Human Resource Assistant will contribute to the day-to-day running of the Human Resource Unit. The incumbent will also contribute to the execution of day-to-day HR processes, including recruitment and induction of new staff</p>



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management from a recognised institution will be an advantage.

members, contract monitoring, professional training and development, performance appraisals, leave management, as well as archiving, and updating staff personal files (Ecolink, electronic and physical), etc.



Dr. Melchior A. Aïssi