



## WEST AFRICAN HEALTH ORGANISATION (WAHO)

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### CALL FOR EXPRESSION OF INTEREST

(Individual Consulting Service)

Reference No FM/TEND/AMI/2019/05/bk *MAK*

Sahel Malaria and Neglected Tropical Diseases Project (SM/NTD)

### JOB TITLE: PROJECT COORDINATOR

#### INTRODUCTION

The West African Health Organisation (WAHO) is the specialized health institution of the Economic Community of West African States (ECOWAS), responsible for health matters within the ECOWAS Community. WAHO's mission is to ensure attainment of the highest possible standard and protection of health of the people in the ECOWAS region. Communicable and non-communicable diseases are the leading causes of morbidity and mortality in the region; therefore, disease control and the prevention of epidemics are among the priorities of the 15 countries in the ECOWAS region and a central tenet of WAHO activities.

The World Bank has provided grants to ECOWAS for WAHO to implement the Sahel Malaria and Neglected Tropical Diseases (SM/NTD) Project, covering Burkina Faso, Niger and Mali.

It is within this framework that WAHO seeks to recruit a qualified and experienced Project Coordinator.

#### MAIN DUTIES AND RESPONSIBILITIES

Under the General Coordinator of the Project Management Unit (PMU) coordination of the West African Health Organization's (WAHO), the SM/NTD Project Coordinator will be responsible for providing technical and management advice as well as ensuring the efficient and effective implementation of the SM/NTD Project as agreed between the World Bank and WAHO, and between WAHO and its implementing partners.

Among his/her duties, he or she will have the following responsibilities:

- Manage projects in accordance with the Project Implementation Manual (PIM) and all other agreements with the donor,
- Prepare and monitor the implementation of the annual Work Plan and budget,
- Prepare a project organization and communication chart,
- Ensure compliance with donor procurement requirements and budget policy,
- Assist in the drafting and issuance of RPF's, tenders and bidding documents,
- Follow up on donor's no objection and other validation processes to ease budget execution;
- Review reports from Consultants before final submission for approval,
- Issue contracts, letters of Intent, Purchase Orders in compliance with donor's policy guidelines,
- Define roles and responsibilities of implementing partners,
- Ensure quality and timeliness of project work,

- Prepare timely and high quality reports in accordance with the reporting framework of the project to be submitted to the World Bank-funded Project Management Unit's General Coordinator,
- Organize meetings in line with the annual Work Plan of the project and ensure that minutes, decisions and recommendations are recorded, distributed and necessary follow-up actions taken,
- Ensure effective liaison and maintain good communication with the donor, implementing partners and other stakeholders in accordance with WAHO rules and regulations,
- Work in close collaboration with Directors, professionals involved in the implementation of the project as well as other Coordinators whose projects are in synergy with the SM/NTD project,
- Work in liaison and close collaboration with the WAHO Professional Officials responsible for malaria and NTD,
- Document lessons learned, develop presentations and articles, for dissemination or publication in accordance with WAHO rules and regulations,
- Develop terms of references and memoranda for activities,
- Organize field supervision and monitor missions,
- Prepare the Technical Committees and Project Regional Steering Committee meetings,
- Monitor implementation of the recommendations of all meetings,
- Prepare the project's account audit in collaboration with the Financial Management Specialist,
- Enhance visibility of the project using ECOWAS and WAHO Communication Strategy,
- Provide relevant information and briefing materials to consultants, implementing partners, donors and others, in accordance with WAHO rules and regulations, and
- Undertake other duties that may be assigned from time to time.

## **REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS**

- Master's Degree in Public Health, Epidemiology or related fields,
- Project management certification is an advantage,
- At least 10 years professional experience with 5 years or more acquired at the international level,
- Previous work experience in developing or transition economies, capacity building experience and World Bank project management experience will be an added advantages,
- Successful track record in coordinating and managing complex health projects at the international level with a strong focus on results,
- Team player with excellent team building and leadership skills,
- Good computer skills (key MS office application, including project management tools) and ability to use information technology as tool and resource,
- Highly organized with a sense of initiative and a positive interpersonal attitude,
- Demonstrated experience working in a multicultural environment and with senior level professionals, variety of partners and diverse stakeholder groups,
- Proficiency in spoken and written English is essential. A good working knowledge of French and/or Portuguese would be an added advantage.

## **JOB REQUIREMENTS**

- Good analytical, writing and synthesis skills,
- Ability to take initiative and rigorous handling of issues, with attention to detail,
- Ability to communicate and work in English,
- Ability to work in a team under pressure and with diverse stakeholder groups.

## **DURATION, DUTY STATION AND NATURE OF APPOINTMENT**

This is a World Bank-funded Consulting position under WAHO's PMU. The SM/NTD Project Coordinator will be appointed for a period of one (1) year subject to three (3) months' probationary period. The contract may be renewed based on satisfactory performance and availability of funds. Attractive consolidated remuneration packages will be paid.

The SM/NTD Project Coordinator will be based at WAHO Headquarters in Bobo- Dioulasso, BURKINA FASO. He or She will travel across the ECOWAS region as required.

Consultants interested in this position are invited to express their interest. They should provide information that they have the required qualifications and relevant experience to perform the services (**Cover letter indicating the position applied for, detailed Curriculum Vitae - including description of past similar assignments, and experience - and copies of supporting documents**).

The consultant will be selected in accordance with the procedures for the selection of individual consultants as set out in the World Bank's Guidelines: Selection and Employment of Consultants by the World Bank Borrowers (ed. January 2011, revised in July 2014) available on the World Bank web site <http://www.worldbank.org>

## **INFORMATION, DEADLINE AND ADDRESS FOR SUBMISSION OF APPLICATIONS**

Interested individuals candidates may access the TORs on WAHO website at: [w3.wahooas.org](http://w3.wahooas.org).

Interested and qualified individuals Consultants should express their interest by submitting their applications (in person, by post or email) to the address below:

**Prof. Stanley OKOLO**  
**Director General**  
**West African Health Organisation**  
**01 BP 153 Bobo-Dioulasso 01**  
**Burkina Faso**  
**Email: [offres@wahooas.org](mailto:offres@wahooas.org) cc [wahooas@wahooas.org](mailto:wahooas@wahooas.org)**

The top right corner of the envelope or the subject of the email must indicate the position applied for. The deadline for receipt of applications is **30<sup>th</sup> April 2019 at 12:00 hours GMT**.

WAHO or the World Bank will not be held responsible for any costs or expenses incurred by the individual Consultant in connection with the preparation or submission of the EOI.

**Prof. Stanley OKOLO**  
**Director General**

