



# INTERNAL & EXTERNAL VACANCY ANNOUNCEMENTS

The West African Health Organization (WAHO) is the health institution of the Economic Community of West African States (ECOWAS) charged with leadership and coordination of health improvement programs across the ECOWAS region. WAHO is seeking applications from suitably qualified candidates to fill the underlisted vacant positions.

Interested applicants are advised to visit WAHO's, the ECOWAS Commission, ECOWAS Community Court of Justice, Parliament and GIABA's websites to download the full Job Description they wish to apply for by clicking on the job title. To fill in the standard application form, please click on the "Job Application Form". All applications must be sent electronically to the dedicated email specified for each position.

## GENERAL CONDITIONS

Candidates must be ECOWAS citizens.

Candidates must be under 50 years.

Submitted documents shall not be returned.

Only shortlisted candidates will be contacted.

Closing date for Internal Applications: **11 January 2024.**

Closing date for External Applications: **9 February 2024.**

Shortlisting and interview processes shall be based on the ECOWAS Staff Regulations.

Shortlisted candidates will be interviewed.

Offer of employment will be subject to a satisfactory background check.

Each application must include the following:

A Completed Job Application Form ([click here](#))

A Cover Letter of not more than one page on the motivation for the application to the post

A signed up-to-date Curriculum Vitae

A certified copy of Birth Certificate

## 1. 0092 PROFESSIONAL OFFICER FOR TRADITIONAL MEDICINE

### **Qualifications & Experience:**

Medical Doctor, Epidemiologist or Statistician or hold a degree in public health or in a related field from a recognised university.

### **Experience:**

- At least five to (05) years of progressive experience in the implementation of healthcare programmes.
- Sound knowledge of quality assurance standards in the ECOWAS region.
- Proven experience in implementing traditional medicine programmes.
- Ability to manage relationships with partner organisations, Ministries of Health and other relevant regulatory bodies to foster solid cooperation.

### ***Duties***

Under the supervision of the Principal Programme Officer for Health Care delivery, the incumbent shall effectively coordinate the Traditional Medicine programme to support the ECOWAS member states to integrate it in their health systems. He shall consolidate the gains made and introduce other innovative activities, particularly in the areas of:

- harmonization of national policies and regulatory frameworks,
- development of training tools for traditional medicine practitioners and other health professionals,
- promotion of dialogue between the practitioners of traditional Medicine and conventional medicine,
- promotion of research and development of plant medicines,
- conservation of medicinal plants and protection of indigenous knowledge.

## **2. 0105 PROGRAMME OFFICER, PROGRAMMING**

### ***Qualifications & Experience:***

A Minimum of a Bachelor's degree in either Health Economics, Health Planning, Public Health, or Business Administration from a recognised university.

### ***Experience:***

- At least 5 years of progressive responsible relevant experience in the field of Planning, development, financing and implementation of Development Policies, Programmes and Projects, preferably in the field of health/ public health etc.
- Demonstrated knowledge of public health portfolio, major health challenges and health situational trends in West Africa.
- Ability to manage database and conduct statistical and epidemiological analysis of health data.
- Proven experience in leading communication activities and ensure effective and timely dissemination of information.

### ***Duties***

Under the supervision of the Principal Programme Officer Planning and Resource Utilization, the incumbent shall develop strategic, medium-term organisational programmes with milestones and results framework. S/he shall also provide technical assistance to other programme staff in the planning of their thematic programmes and projects.

## **3. 0106 PROGRAM OFFICER, DATABASE MANAGEMENT**

### ***Qualifications & Experience:***

Bachelor's degree in biostatistics or management or health informatics or related discipline from a recognized university.

### ***Experience:***

- At least five (05) years of progressive experience in the field of database management or similar position.
- Demonstrated knowledge of internationally used statistical packages (Epi Info, SPSS, Stata or other statistical analysis programmes); with excellent knowledge of spreadsheets and data analysis (basic statistics, graphics).
- Ability to design and propose indicators based on expressed needs at national and regional levels.
- Demonstrated knowledge of public health issues and major health challenges in West Africa.
- Demonstrated capacity to transform errors in the past into lessons in order to improve performance.
- Good communication skills and ability to work under pressure and in a multicultural and multi-sectoral environment.
- Ability to plan and provide quality training in data management.
- Ability to multi-task and meet deadlines of any kind.
- Ability to manage database and conduct statistical and epidemiological analysis of health data.

- Demonstrated knowledge and experience of working on the DHIS-2 system and knowledge of computer programming (designing a database) will be considered as assets.
- Knowledge of Monitoring & Evaluation will be of advantage.

#### **Duties**

Under the supervision of the PPO Health Information, the incumbent will work closely with the National Health Information System (NHIS) and Integrated Disease Surveillance and Response (IDSR) managers as well as other national health staff on data collection, processing (data entry, storage and extraction) of health information across the ECOWAS region.

The database expert shall manage the warehouse and coordinate the regional data sharing platform. S/he shall be responsible for:

- the management of the database, launching, storage of data for monitoring the outcomes and impact of interventions on the health status of the population across the ECOWAS region.
- supporting the implementation of capacity-building programme of National Health Information Systems in the field of data management, and
- carrying out any other tasks related to the implementation of the Regional Policy on Health Management Information Systems.

#### **4. 0112A Translator/Interpreter - English**

##### **Qualifications & Experience:**

A bachelor's degree (or equivalent) in Translation or Conference Interpretation from a recognised university.

##### **Experience:**

- Seven (7) years professional translation and interpretation experience with an international institution. Be able to self-revise and revise texts translated by other translators. Good command of the use of computer software, tools and electronic databases.
- Excellent writing and analytical skills; ability to meet the highest standards of accuracy, consistency and fidelity to the style and subtleties of the original text.
- Be proficient in computer-assisted translation, machine translation and on-screen editing tools.

#### **Duties**

Under the supervision of the Principal Officer Conferences and Language Services, the incumbent shall primarily perform translation and interpretation work for the Organisation from French into English.

#### **5. 0112B Translator/Interpreter - French**

##### **Qualifications & Experience:**

Hold a bachelor's degree (or equivalent) in Translation or Conference Interpretation from a recognised university.

##### **Experience:**

- Seven (7) years professional translation and interpretation experience with an international institution. Be able to self-revise and revise texts translated by other translators. Good command of the use of computer software, tools and electronic databases.
- Excellent writing and analytical skills; ability to meet the highest standards of accuracy, consistency and fidelity to the style and subtleties of the original text.
- Be proficient in computer-assisted translation, machine translation and on-screen editing tools.

#### **Duties**

Under the supervision of the Principal Officer Conference and Language Services, the incumbent shall primarily perform translation and interpretation work for the Organisation from English into French.

#### **6. 0112C Translator/Interpreter-Portuguese**

##### ***Qualifications & Experience:***

Hold a bachelor's degree (or equivalent) in Translation or Conference Interpretation from a recognised university.

##### ***Experience:***

- Seven (7) years professional translation and interpretation experience with an international institution. Be able to self-revise and revise texts translated by other translators. Good command of the use of computer software, tools, and electronic databases.
- Excellent writing and analytical skills; ability to meet the highest standards of accuracy, consistency and fidelity to the style and subtleties of the original text.
- Proficiency in computer-assisted translation, machine translation and on-screen editing.

##### ***Duties***

Under the supervision of the Principal Officer for Conference and Language Services, the incumbent shall primarily perform translation and interpretation work for the Organisation from French into Portuguese.

#### **7. 0114 PO Non-Epidemic Diseases & Neglected Tropical Diseases**

##### ***Qualifications & Experience:***

Bachelor's degree in Public Health or pharmacy or Epidemiology from a recognized university.

##### ***Experience:***

- 7 years of progressively responsible experience in the implementation of public health programs involving test and research laboratories, non-epidemic diseases and neglected tropical disease.
- knowledge of health policies and related laboratory work environment in the ECOWAS member State.
- ability to coordinate a range of diverse actors and activities to achieve a common objective in public health.
- proficiency in working with standard office IT applications in research area.

##### ***Duties***

Under the supervision of the Principal Programme Officer Public Health, the incumbent shall be responsible for coordinating regional public health programmes on Non-Epidemic & Neglected Tropical Diseases. He shall:

- Assess the health needs.
- Investigate the occurrence of health effects and hazards.
- Strengthen disease surveillance, prevention, control and notification.
- Analyse the determinants of identified health needs on Non-Epidemic & Neglected Tropical Diseases.

#### **8. 0118 Revisor**

##### ***Qualifications & Experience:***

Bachelors or Master degree in Conference Interpretation from a recognized university/institute.

##### ***Experience:***

- Evidence of ten (10) years of professional experience in translation, or interpretation, including at least four (04) years as a Revisor or as a interpreter.
- Proven experience in the use of relevant computer-assisted translation software and tools.
- Proven professional competence and mastery of the field.
- Ability to find appropriate cultural equivalents and demonstrate cultural sensitivity, through knowledge of both language and culture.

- Demonstrate the highest standards of accuracy and precision, consistency, and fidelity to the style and subtleties of the source or original text.
- Demonstrate the highest level of confidentiality.
- Sound knowledge of terminology and reference material research techniques, as well as the ability to exploit a wide variety of information and reference sources.

### ***Duties***

Under the supervision of the Principal Officer Conference and Language Services, the incumbents shall be responsible for the quality of translation of all documents as follows:

1. from French into English
2. from English into French

## **9. 0125 ADMINISTRATION OFFICER (Assets and Risks)**

### ***Qualifications & Experience:***

A bachelor's degree in administration, public administration, political science, or a related field from a recognized university.

### ***Experience:***

- At least five (05) years' experience in administration, public administration, and external relations or in a related position two (02) of which in an international organisation.
- Proven experience of managing materials in SAP or similar software in an international environment or in a similar position.
- Sound knowledge of administrative policies and procedures of ECOWAS.
- Knowledge of accepted administrative standards, rules and practices, including those developed within ECOWAS.

### ***Duties***

Under the supervision of the Principal Administrative, Human Resources and IT Officer, the Administrative Officer (Assets and Risks) shall play a cross-functional role in the overall management and delivery of office services by ensuring that all the assets and buildings of WAHO are recorded and insured. Make sure that regular inventory and localization of the organisation's assets exercises are conducted. Liaise with Finance to ensure that all assets are recorded in the Assets Register. Organise regular auctions of amortized equipment and material according to existing rules and regulations. Ascertain the regular maintenance of health and safety of the work environment for the staff (safe and free from any form of hazards or risks). Provide supervisory services to the General Administrative Officer by ensuring the smooth operation of ongoing administrative functions, Infrastructure, equipment, assets, building and utility (water, electricity, telephone, internet etc.).

## **10. 0126 Programme Officer Monitoring and Evaluation**

### ***Qualifications & Experience***

- Bachelor's degree or equivalent in business or public administration, management, statistics, economics, political science or other social sciences from a recognized university.
- Possession of a post-graduate degree in Monitoring and Evaluation/Impact Assessment, Project Management or any of the above will be an advantage.
- 7 years of professional experience in the relevant field.
- knowledge of ECOWAS as a whole and the role of the institutions of the ECOWAS Community.
- professional technical knowledge/expertise in decisions monitoring, coordination, collect and data analysis.
- proven knowledge of information and public relations.

**Duties**

Under the supervision of the Director General, the incumbent shall develop medium and long-term strategies on Monitoring and Evaluation and impact assessment plans, with measurable indicators for each of the programmes and the organisation's strategic plan. He shall develop concrete milestones to show the progress of each programme.

**11. 0127 PO Primary Healthcare and Non-Communicable Diseases****Qualifications & Experience:**

A minimum of a bachelor's degree in medicine or pharmacy or nursing or medical Science or any of the Allied Health Sciences from a recognised university.

**Experience:**

- At least 5 years of progressive responsible experience in the implementation of healthcare programmes.
- Knowledge of quality assurance standards in the ECOWAS region and Non-Communicable Diseases strategy.
- Ability to manage relationships with partner organizations, Ministries of Health and other relevant regulatory bodies to foster solid cooperation.

**Duties**

- Under the supervision of the Principal Programme Officer, Healthcare Delivery, the incumbent shall design simple methods for accurate healthcare data recording and management;
- Spearhead the advancement of the ECOWAS's NCD strategy;
- Design intervention strategies for the prevention and control of non-communicable diseases;
- Promote research on the major non-communicable diseases in the region;
- Provide technical assistance to member states to undertake epidemiological research on non-communicable diseases;
- Strengthen the capacity of member states to effectively manage non-communicable diseases;
- Develop and share community awareness health programme catalogues.

**12. 0128 PO Pharmaceuticals****Qualifications & Experience:**

Bachelor's degree in public health, pharmacy, epidemiology from a recognized university.

**Experience:**

- 5 years of progressively responsible experience in the implementation of public health programs involving test and research laboratories, non-epidemic diseases and neglected tropical diseases;
- knowledge of health policies and related laboratory work environment in the ECOWAS member State;
- ability to coordinate a range of diverse actors and activities to achieve a common objective in public health;
- proficiency in working with standard office IT applications in research area.

**Duties**

Under the supervision of the Principal Programme Officer Public Health, the incumbent shall provide technical support to ECOWAS member countries to develop/revise national medicines and vaccines policies and monitor their impact, with emphasis on equitable access to essential medicines and vaccines.