



## JOB DESCRIPTION/TERMS OF REFERENCE

JOB CODE:0092

REVIEW DATE:

<b>JOB TITLE:</b>	<b>PROFESSIONAL OFFICER FOR TRADITIONAL MEDICINE</b>
<b>INSTITUTION</b>	<b>WEST AFRICAN HEALTH ORGANISATION</b>
<b>DUTY STATION</b>	<b>BOBO-DIOULASSO, BURKINA FASO</b>
<b>GRADE</b>	<b>P3/P4</b>
<b>ANNUAL SALARY IN USD</b>	<b>37,431.66/52,379.70</b>
<b>DIRECTORATE</b>	<b>HEALTHCARE SERVICES</b>
<b>DIVISION</b>	<b>HEALTHCARE DELIVERY</b>
<b>LINE SUPERVISOR</b>	<b>PRINCIPAL PROFESSIONAL OFFICER, HEALTHCARE DELIVERY</b>
<b>SUPERVISING</b>	<b>N/A</b>

### ROLE OVERVIEW

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.

### DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES

He shall:

1. Consolidate the gains made in its traditional medicine promotion effort.
2. Provide technical support to the Member States on the promotion of rational traditional medicine practices for its integration into their national health systems.
3. Promote strategies for the development of national policies, legal frameworks and codes of conduct for the practice of traditional medicine.
4. Advocate strongly for the inclusion of traditional medicine in undergraduate courses of medical schools and other healthcare institutions.
5. Coordinate the development of structured training programmes in traditional medicine.
6. Coordinate the implementation of the curriculum.
7. Coordinate the regular evaluation of the implementation of the training curriculum.
8. Facilitate the smooth running of traditional medicine practitioners' associations for effective implementation of national and regional policies.
9. Organize the compilation of inventories of medicinal plants of proven efficacy.
10. Create a database of medicinal plants in the Member States.
11. Establish an effective and sustainable network of West African scientists to undertake research in traditional medicine.



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12. Provide guidance on local production of evidence-based traditional medicine products, and work with Member States and other technical units to ensure the registration and inclusion of some products in the national essential drug lists.
13. Put in place mechanisms to promote dialogue between practitioners of traditional medicine and other health professionals and scientists.
14. Collaborate with key regional and global partners engaged in traditional medicine promotion.
15. Organize workshops, seminars, training and professional development programmes for traditional medicine practitioners.
16. Promote ongoing efforts to conserve medicinal plants by the establishment of botanical gardens and protection of intellectual property rights.
17. Collaborate with allied professionals in other Departments to undertake related tasks.
18. Perform any other duties as may be assigned by supervisor.

### REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

#### Qualifications:

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.

### ECOWAS KEY COMPETENCIES

#### LEADERSHIP

- Ability to persuade/influence others to consider a certain point of view, adopt a new idea or implement new methods and practices.
- Ability to lead a team of trainees/junior staff and instill a spirit of teamwork to engage employees and achieve a well-defined set of activities.
- Ability to follow the chain of command.
- Ability to resolve challenges that occur with minimal direction and/or to recommend and explain solutions or alternatives for approval.
- Ability to utilize the Code of Ethics to manage self, others, information and resources.
- Ability to mentor others and create feedback loops with supervisors, colleagues and subordinates to build strong working relationships and improve performance.
- Contribute to maintaining organizational unit's performance goals and standards.

#### CLIENT SERVICE ORIENTATION

- Sound interpersonal skills with ability to keep a client informed of progress and setbacks or challenges in projects of relevance to timeline, quality and quantity.



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- Ability to proactively interact with clients and build strong trusting relationships based on mutual respect and regular discussions.
- Ability to establish and sustain professional credibility with clients/stakeholders in a manner that anticipates their need, mitigates issues and that carefully balances professional obligations with the need to be sensitive and responsive to their needs.
- Ability to counsel, advise, consult and guide others on matters pertaining to assigned client service responsibilities and established client service standards.
- Proven experience in health information systems management .
- Sound knowledge in database development and management. Knowledge of DHIS2 Platform would be an added advantage.
- Advanced knowledge in health information analysis tools.
- Excellent management capacity, including networking and alliance building.
- Ability to work within a multinational environment and with a diverse range of people and organisations at the national, regional and global levels.
- Demonstrated ability to work in team setting, group facilitation and good interpersonal skills.
- Proven knowledge of new developments in own occupation/profession.
- Effective organizational skills with the ability to prioritize.

### **MULTICULTURAL SENSITIVITY AND ADVOCACY**

- Demonstrate respect for cultural differences, fairness and ability to relate well with people from varied backgrounds, nationality, gender, ethnicity, race and religion.
- Understanding of diverse cultural views especially within West Africa, with sensitivity to group differences; ability to challenge bias and to practice tolerance and empathy.
- Ability to listen actively, consider people's concerns and apply judgement, tact and diplomacy.
- Ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths.
- Ability and responsibility to integrate gender issues and ensure equal participation of women and men in all areas of work.
- Ability to encourage, empower, and advocate for people in an unbiased and transparent manner.

### **KNOWLEDGE OF ECOWAS**

- Thorough knowledge of ECOWAS institutions, sectors, programmes and policies.
- Knowledge of ECOWAS internal operational requirements of programs, projects, services and systems required to achieve work assignments and meet performance goals.
- Knowledge of rules and procedures of ECOWAS associated assigned responsibilities and ability to explain these clearly to others.
- Knowledge of the ECOWAS culture, structures and performance issues and priorities impacting assigned responsibilities.
- Thorough knowledge of Member States' development trends, indicators, challenges and opportunities as it relates to projects/programmes assigned to own position.



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### **ANALYTICAL AND CRITICAL THINKING**

- Ability to study data/information from a variety of sources, identify anomalies, trends and issues, present findings, and make recommendations.
- Ability to break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance and performance targets.
- Knowledge of and ability to apply techniques to generate creative ideas and new approaches to meeting goals.
- Ability to use evidence and research to inform policies and programs and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.

### **COMMUNICATION**

- Demonstrated computer skills and ability to use appropriate tools.
- Ability to make sound use of graphics and tables to effectively present numerical data to write semi-complex technical reports/proposals and edit/check templates, letters, etc.
- Ability to convey information clearly and concisely in a succinct and organized manner through both writing and verbal means.
- Exhibit interpersonal skills, make presentations, express opinions and debate ideas with others in a constructive manner.
- Proficiency in information and communication technology (ICT).
- Have a good command (oral and written) of any of the official ECOWAS languages, namely English, French and Portuguese. A working knowledge of an additional one would be an added advantage.

### **PLANNING AND IMPLEMENTATION**

- Ability to develop and implement an individual action plan to achieve specific work objectives.
- Ability to identify, organise and track tasks from start to finish to facilitate execution.
- Ability to contribute and/or lead on projects as per accepted project management standards and techniques, to co-ordinate contributions by others to set and meet deadlines.
- Ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators and risks.
- Ability to identify, collect and evaluate indicators for performance monitoring in order to take proactive remedial action as required.

### **ELIGIBILITY**

- Candidates must be citizens of an ECOWAS Member State.
- They must not be more than 50 years of age at the time of recruitment. This provision does not apply to internal candidates.



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### APPLICATION PROCEDURE:

Applicants who meet the requirements must submit:

1. ECOWAS job application form
2. Updated and signed Curriculum Vitae
3. Signed covering Letter.

The complete job application file should be sent to the e-mail address associated to the position as indicated in the advertisement.

- Only shortlisted candidates will be contacted.
- Shortlisted candidates will be interviewed.
- Offers of employment will be subject to a satisfactory background check.