



## JOB DESCRIPTION/TERMS OF REFERENCE

JOB CODE: 0125

REVIEW DATE:

<b>JOB TITLE:</b>	<b>ADMINISTRATION OFFICER (Assets and Risks)</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>NUMBER OF POSITIONS</b>	<b>1</b>
<b>DIRECTORATE</b>	<b>ADMINISTRATION AND FINANCE</b>
<b>DIVISION</b>	<b>ADMINISTRATION AND HUMAN RESOURCES</b>
<b>LINE SUPERVISOR</b>	<b>PO ADMINISTRATION, HR &amp; IT</b>
<b>SUPERVISING</b>	<b>GENERAL ADMINISTRATIVE OFFICER</b>

### ROLE OVERVIEW

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.).

### DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES

The incumbent shall:

1. Ensure proper maintenance of office equipment, assets, vehicles and infrastructure.
2. Monitor clients' accounts.
3. Ensure that vendors and contractors are paid in a timely manner.
4. Update periodically assets register.
5. Supervise the housekeeping and maintenance of WAHO building.
6. Monitor energy consumption and usage.
7. Develop strategies for minimisation of energy and water usage.
8. Prepare and follow up on documents relating to shipments/freights, customs clearance, office material or staff transfers, deployment or repatriation.
9. Provide information to staff regarding office administrative procedures, processes and practices.
10. Manage WAHO office supplies.
11. Prepare regular reports in SAP using the Material Management Module (e.g., office supplies and replenishment alerts).
12. Ensure that invoices are created in SAP.
13. Manage vehicle movement, including scheduling, servicing, logbooks, fuel coupons etc.
14. Disseminate information on security issues.
15. Ensure the cleanliness of the inner and outer office premises and that it is always manned.
16. Lead, supervise and mentor subordinates.
17. Perform any other duties as may be assigned by supervisor.



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### REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

#### Qualifications:

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.

### 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 the 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.
- 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 of 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.



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### **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.

### **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.



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### 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.

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