



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



PROFESSIONAL POSITION VACANCIES
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 ensure the attainment of the highest possible standard and protection of health of the people in the ECOWAS region. WAHO is seeking suitably qualified candidates who are ECOWAS citizens to fill the following professional positions.

Interested candidates can visit the websites of OOAS, 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.

General Conditions

- Applicants must be citizens of an ECOWAS Member State.
- They must not be more than **45 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 internal applications: **8/12/ 2025**.
- Deadline for external applications: **7/01/2026**.
- Shortlisting and interview procedures are based on ECOWAS staff regulations.
- Shortlisted candidates will be required to undergo written tests and/or interviews.
- Offers of employment will be subject to a satisfactory background check.

Duty Station

- WAHO is in process of relocation from its current location in Burkina Faso. the post will be located in an ECOWAS country to which WAHO relocate.

Qualified candidates must submit:

- A duly completed job application form ([click here](#))
- A signed cover letter for the position (1 page max.)
- An updated and signed Curriculum vitae
- Certified copy of birth certificate

VN 98	PROCUREMENT OFFICER	
Education	Experience	Summary of Duties
Hold a master's degree in procurement from a recognized university.	Have at least five (5) years of professional experience in project and program procurement in both the public and private sectors.	Under the supervision of the Principal Professional Officer in charge of Administration and Human Resources, the Procurement Officer shall ensure the day-



	In-depth knowledge of procurement policies, processes and procedures and of procurement and accounting techniques. Have strong analytical and judgmental skills and a solid knowledge of current financial rules and regulations; be able to research and compile information from various sources. Ability to research, collect, record, and preserve all relevant internal control measures and information (including electronic format) ensuring that a comprehensive information chain is established and maintained; Knowledge of all operational processes to identify and evaluate weaknesses in surveillance and controls; Ability to strengthen processes to actively mitigate/eliminate potential for non-compliance and breach of ethics; Ability to create pattern analysis and statistical models of processes and controls to detect anomalies/weaknesses.	to-day management of procurement activities in accordance with ECOWAS texts and the relevant regulations of Technical and Financial Partners, in application of Project Financing Agreements. He/she will be responsible for all activities related to WAHO procurement, including procurement planning, implementation of procurement processes, preparation of procurement plan evaluation reports, and contract management.
VN 139	WEBMASTER AND NETWORK ADMINISTRATOR	
Education	Experience	Summary of Duties
Hold a bachelor's degree (or equivalent) in computer science, computer engineering, business systems analysis and design, information systems management, or any other ICT-related field from a recognized university. A degree or advanced training in cybersecurity would be an asset.	At least 5 years of professional experience at increasingly senior levels in the field of website design, as well as the development, implementation, and maintenance of information and communication technologies. Experience in data protection, compliance, cybersecurity, or a similar field would be an advantage. Have a good knowledge of ECOWAS's ICT infrastructure and strategy in relation to the area(s) of use. Have in-depth knowledge of all aspects of the design, development, management, implementation, and maintenance of complex web projects using web content management systems and technologies.	Under the supervision of the Information, Communication, Technology, and Documentation Officer, the incumbent is responsible for managing the WAHO website, the local area network, and Internet/Intranet servers (web, email, DNS, firewall, etc.). He/she also shall ensure IT security.



	Have a good knowledge of high-level web programming languages (PHP, ASP, ASP.NET, HTML, CSS, etc.) as well as programming skills, including structured/object-oriented design, relational systems (MS-SQL/MySQL), web platforms (Linux/Apache/Windows), scripts (JavaScript, jQuery, Perl, Linux shell scripts), and query or interrogation languages.	
VN 140	PROFESSIONAL OFFICER, INFORMATION AND COMMUNICATION TECHNOLOGIES AND DOCUMENTATION	
Education	Experience	Summary of Duties
Hold a bachelor's degree (or equivalent) in computer science, computer engineering, business systems analysis and design, information systems management, or any other ICT-related field from a recognized university. A Master's degree in one of the above fields is an added advantage.	At least 7 years of professional experience at increasingly senior levels in the field of planning, design, as well as the development, implementation, and maintenance of information and communication technologies. Have strong skills in quantitative and qualitative data collection and management. Have a sound knowledge of data analysis processes, visualization, and data management practices. Have a good command of existing information management systems, management, and maintenance of system programs. Demonstrated skills, abilities, and capacity to lead the development, review, and dissemination of ICT policies and standards. Have a good knowledge of the Information and Communication Technology (ICT) Strategy in relation to the area(s) of use.	Under the supervision of the Principal Professional Officer in charge of Administration and Human Resources, the incumbent is responsible for the design, implementation, and management of the Organization's Digital Strategy and Information System. He or she shall oversee the technological infrastructure, IT security, and the management of digital projects aligned with the Institution's strategic objectives. He/she shall supervise a team comprising the Webmaster and the Documentation and Archives Officer. He or she shall oversee the WAHO Data Protection Strategy. He or she shall work closely with colleagues in the IT, legal, and operational departments to ensure compliance with applicable regulations.
VN 141	HUMAN RESOURCES OFFICER	
Education	Experience	Summary of Duties
Hold a bachelor's degree in Human Resources Management from a recognized university.	Demonstrate seven (7) years of professional experience in human resources management, with proven expertise in policies, practices, and processes covering various sub-	Under the supervision of the Principal Professional Officer in charge of Administration and Human Resources, the Human Resources Management Officer shall implement the Organization's



A higher degree in Human Resources Management is a considerable advantage.	functions such as recruitment, selection, training, compensation and benefits, labor relations and bargaining, HR information systems, strategic planning, workforce planning, talent management, as well as payroll and position management. Demonstrate expertise in creating and managing databases, as well as in using specialized computer systems and programs such as SAP/HCM, for managing recruitment, selection, staff retention, and other processes. Have in-depth knowledge of job descriptions and skill specifications to ensure best practices and compliance with appropriate standards within the institution. Have in-depth knowledge and technical skills to draft documents such as contracts, job offers, disciplinary notices, and letters of acceptance, etc. Professional experience within a regional or international organization is a significant asset.	Human Resources Management Strategy. This includes recruitment and selection processes, onboarding and integration of new staff members, payroll management, terms of service and contracts, monitoring training and skills development, ensuring compliance with ethical and behavioral rules, implementing incentive measures, monitoring staff well-being, evaluating performance, updating personnel files, mediating conflicts, preparing the annual leave roster, and managing staff terminations or retirements, etc.
VN 112A	Interpreter (English)	
Education	Experience	Summary of Duties
Hold a bachelor's degree in conference interpreting from a recognized university. A master's degree or other higher qualification in conference interpretation is desirable.	Demonstrate Seven (7) years of professional experience in interpreting. Ability to provide simultaneous and consecutive interpreting services and be able to work in both small and large teams. Have a perfect command of translation and interpreting software, as well as electronic tools and 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 for optimal understanding and transmission. Be proficient in computer-assisted translation or interpretation tools,	Under the supervision of the Head of Conferences, Protocol, and Language Services Division, the incumbent will be responsible for interpreting from French into English for the Organization.



	machine translation or interpretation, and on-screen editing.	
VN 135	Translator (English)	
Education	Experience	Summary of Duties
Hold a Bachelor's degree (or equivalent) in translation from a recognized university. A Master's degree in Translation is recommended if the Bachelor's degree is not in Translation.	Have seven (7) years of professional experience in the field of translation and revision (including at least two (2) years of experience as a reviser). Have a perfect command of translation and software, as well as electronic tools and 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 tools, machine translation and on-screen editing.	Under the supervision of the Head of Conferences, Protocol, and Language Services Division, the incumbent shall be responsible for translating documents from French into English for the Organization.
VN 136	TRANSLATOR (PORTUGUESE)	
Education	Experience	Summary of Duties
Hold a Bachelor's degree (or equivalent) in translation from a recognized university. A Master's degree in Translation is recommended if the Bachelor's degree is not in Translation.	Have seven (7) years of professional experience in the field of translation and revision (including at least two (2) years of experience as a reviser). Have a perfect command of translation and software, as well as electronic tools and 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 tools, machine translation and on-screen editing.	Under the supervision of the Head of Conferences, Protocol, and Language Services Division, the incumbent shall be responsible for translating documents into Portuguese for the Organization.
VN 137	TRAVEL AND PROTOCOL OFFICER	
Education	Experience	Summary of Duties
Hold a bachelor's degree in international relations, political science, humanities, social sciences, or administration from a recognized university. A higher degree in one of the above fields is an added advantage.	Have at least five (5) years of professional experience at increasingly senior levels in the field of protocol, travel, tourism, hospitality, or a related field. Have in-depth knowledge of international diplomatic protocol standards, rules, and customs, as well as practices within the ECOWAS system or similar international organizations. Have a good understanding of the operation of diplomatic and travel	Under the supervision of the Head of Conferences, Protocol, and Language Services, the Travel and Protocol Officer shall provide logistical support and protocol services to WAHO staff, delegates from Member States, and dignitaries during meetings or visits to the Organization, in accordance with the policies of the host country and/or ECOWAS and best international practices.



	services within a governmental or international organization, as well as proven experience in developing constructive working relationships with host country governments. Have proven experience in organizing international conferences and events. Have in-depth knowledge of international travel logistics standards, rules, and customs, as well as practices within international organizations. Have a good knowledge of the air transport sector and travel planning within a government or international organization, as well as proven experience in developing constructive working relationships.	
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