

**JOB DESCRIPTION/ TERMS OF REFERENCE**

JOB TITLE	PROFESSIONAL OFFICER, NURSING AND MIDWIFERY
INSTITUTION	WEST AFRICAN HEALTH ORGANISATION
DUTY STATION	ABIDJAN, REPUBLIC OF COTE D'IVOIRE
GRADE	P3/P4
ANNUAL SALARY IN US DOLLARS	37 431, 66/52 379,70
DIRECTORATE	HEALTHCARE SERVICES
DIVISION	HUMAN RESOURCES DEVELOPMENT FOR HEALTH
LINE SUPERVISOR	PRINCIPAL PROFESSIONAL OFFICER, HUMAN RESOURCES DEVELOPMENT FOR HEALTH
SUPERVISING	N/A
EMAIL TO APPLY FOR INTERNAL CANDIDATES	intvn133porwl@wahooas.org
EMAIL TO APPLY FOR EXTERNAL CANDIDATES	vn133porwl@wahooas.org

JOB OVERVIEW

Under the supervision of the PPO Human Resources Development for Health, the incumbent will update course modules; engage in the certification processes for nurses and midwives at basic and post basic levels training; develop curriculum for nursing training; work closely with the West African College of Nursing (WACN) to identify suitable highly trained nurses and midwives; produce a quarterly journal on nursing activities in the region.

DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES

The incumbent shall :

1. Maintain a directory of nursing and midwifery schools and other institutions involved with nursing and midwifery education.
2. Identify appropriate training institutions for specialised nursing and midwifery training.
3. Provide technical support for the development of the training programme for nurses and midwives in the Member States.
4. Take appropriate steps to harmonise nursing and midwifery training curriculum in the sub-region.
5. Update Nursing and Midwifery training courses in the sub-region;
6. Collaborate closely with the West African College of Nursing (WACN) to ensure its progressive development and expansion and assist in the implementation and strengthening of their programmes.
7. Provide technical guidance in the publication of suitable educational materials e.g. Journals, modules etc.
8. Identity and keep record of suitably trained nurses and midwives for Technical Assistance Programmes in member states.
9. Organise the accreditation programme for nursing and midwifery training schools.
10. Support nursing and midwifery associations in quality control of nursing and midwifery practice.
11. Support nursing and midwifery training schools in implementing harmonised curricula.
12. Perform any other duties as may be assigned by line manager.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

**JOB DESCRIPTION/ TERMS OF REFERENCE****Qualifications :**

- A bachelor's degree in nursing or midwifery from a recognised training institution or university.
- A postgraduate degree (Master's), Doctor of Medicine, etc. in nursing or midwifery, obtained from a training institution or university, and involvement in the training of nurses and midwives is an asset.

Work experience :

- At least five (05) years of progressively responsible experience in the field of nursing and midwifery training or similar position;
- Sound knowledge of quality assurance standards;
- Ability to manage relationships with partner organisations, Ministries of Health, and other relevant regulatory bodies to foster solid cooperation.

ECOWAS KEY COMPETENCIES

P3	LEADERSHIP
	<ul style="list-style-type: none">• 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;
P3	CLIENT SERVICE ORIENTATION

- Strong 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 needs, 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.

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- 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

P3	MULTICULTURAL SENSITIVITY AND ADVOCACY
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- 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.

P3	KNOWLEDGE OF ECOWAS
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- Thorough knowledge of ECOWAS institutions, sectors, programmes and policies;
- Knowledge of ECOWAS internal operational requirements of programmes, 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.

P3	ANALYTICAL AND CRITICAL THINKING
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- 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;

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- Ability to use evidence and research to inform policies and programmes and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.

P3	COMMUNICATION
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- Demonstrated operational computer proficiency using 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);
- Fluency in oral and written expressions in one of the ECOWAS official languages, namely English, French, and Portuguese. A working knowledge of an additional one would be an added advantage.

P3	PLANNING AND IMPLEMENTATION
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- Ability to develop and implement an individual action plan to achieve specific work objectives;
- Ability to identify, organise and track tasks throughout 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.

General Conditions**Citizenship**

Applicants must be citizens of an ECOWAS Member State.

Age Limit

They must not be more than 45 years of age at the time of recruitment.