



## JOB DESCRIPTION/TERMS OF REFERENCE

JOB CODE :0104

REVIEW DATE : 02/2025

<b>JOB TITLE</b>	<b>PROFESSIONAL OFFICER/HEALTH DATA ANALYST</b>
<b>INSTITUTION</b>	<b>WEST AFRICAN HEALTH ORGANISATION</b>
<b>DUTY STATION</b>	<b>ABIDJAN, REPUBLIC OF COTE D'IVOIRE</b>
<b>GRADE</b>	<b>P3/P4</b>
<b>ANNUAL SALARY IN US DOLLARS</b>	<b>37 431,66/ 52 379,70</b>
<b>NUMBER OF POSITIONS</b>	<b>1</b>
<b>DIRECTORATE</b>	<b>PLANNING AND HEALTH INFORMATION</b>
<b>DIVISION</b>	<b>HEALTH INFORMATION</b>
<b>LINE MANAGER</b>	<b>PRINCIPAL PROFESSIONAL OFFICER, HEALTH INFORMATION</b>
<b>SUPERVISING</b>	<b>HEALTH DATA ANALYST ASSISTANT</b>
<b>EMAIL TO APPLY FOR INTERNAL CANDIDATES</b>	<b>intvn104poha@wahooas.org</b>
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### JOB OVERVIEW

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, analysis, and dissemination of health information across the ECOWAS region.

The PO Health Data Analysis shall analyse data in the warehouse. S/he shall be responsible for:

- Data processing and the computation and analysis of health indicators for monitoring the outcomes and impact of interventions on the health status of the population across the ECOWAS region.
- Translating available data into actionable information and supporting the implementation of the programme to strengthen national health information systems' capacity for health data analysis.
- Implementing the regional health policy on information management systems.

### ROLES AND RESPONSIBILITIES

The incumbent shall:

1. Contribute to the definition of periodic review and regular update of the list of regional indicators.
2. Contribute to the harmonization of concepts and tools for data recording and collection at national and regional levels.
3. Contribute to the development and implementation of feedback mechanisms to Member States on data quality.
4. Undertake data quality assurance activities at regional and national levels under data analysis.
5. Contribute to the adaptation of existing tools and guidelines to support assessment, monitoring, and reporting of data quality (through field visits and by electronic means).
6. Support countries in the design and implementation of health information analysis quality improvement plans.
7. Contribute to the implementation of analysis quality verification activities of health information at country level.
8. Process and analyse data from the regional platform;
9. Ensure regular and timely production, publication, and dissemination of health information products, including epidemiological bulletins, statistical yearbooks on health in the ECOWAS region and health profiles.
10. Participate in capacity-building activities for national counterparts in database management.





11. Contribute to data security, privacy, and back-up in accordance with ECOWAS/WAHO rules and regulations.
12. Perform any other duties as may be assigned by supervisor.

**REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCIES****Qualifications:**

Hold a bachelor's degree in Statistics, Epidemiology or Health Information from a recognised university;  
Hold a master's degree in public health;  
A post-graduate degree in one of the above fields, including biostatistics, would be an asset.

**Work experience:**

- At least five (05) years of progressive professional experience in the field of public health, epidemiology, health information 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, graphs and modelling).
- 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 to improve performance.
- Ability to plan and provide quality training in data analysis.
- Ability to multi-task and meet deadlines of any kind;
- Demonstrated knowledge and practical experience of DHIS2;
- Sound knowledge of Monitoring and Evaluation.

**ECOWAS KEY COMPETENCIES****P3-01-01****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 with minimal direction and/or propose clearly defined solutions or other alternatives for approval;
- Ability to utilize the Code of Ethics to manage self, others, information and resources;
- Ability to supervise others and establish a feedback mechanism, including observations and comments from superiors, colleagues, and co-workers, in order to build strong working relationships and improve performance.
- Contribute to maintaining organizational unit's performance goals and standards;

**P3-02-01****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 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
  - Have sound expertise in database development and management. Proficiency in the DHIS2 platform would be a tremendous asset.
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- 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.

### **P3-03-01**

#### **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 leverages everyone's strengths;
- Ability to take gender issues into account and ensure the equitable participation of men and women in all areas of professional life;
- Ability to encourage, empower, and advocate for people in an unbiased and transparent manner.

### **P3-04-01**

#### **KNOWLEDGE OF ECOWAS**

- 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.



**P3-05-01****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 programmes and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.

**P3-06-01****COMMUNICATION**

- Demonstrate 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);
- Have a good command (oral and written) of any of ECOWAS official languages, namely English, French, and Portuguese. A working knowledge of an additional one would be an added advantage.

**P3-07-01****PLANNING AND IMPLEMENTATION**

- 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;
- Be well organised, able to set priorities and meet deadlines while paying close 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.