



<b>JOB TITLE</b>	<b>LEGAL ADVISOR</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>P4</b>
<b>ANNUAL SALARY IN US DOLLARS</b>	<b>44 965,64 – 52 379,70</b>
<b>DIRECTORATE</b>	<b>DIRECTORATE GENERAL</b>
<b>LINE MANAGER</b>	<b>DIRECTOR GENERAL</b>
<b>SUPERVISING</b>	<b>N/A</b>
<b>EMAIL TO APPLY FOR INTERNAL CANDIDATES</b>	<b>intvn129cj@wahooas.org</b>
<b>EMAIL TO APPLY FOR EXTERNAL CANDIDATES</b>	<b>vn129cj@wahooas.org</b>

**JOB OVERVIEW**

Under the supervision of the Director General, the Legal Advisor shall provide advice and technical expertise on all legal matters relating to the institution's activities.

**ROLES AND RESPONSIBILITIES**

- Contribute to the development of WAHO's vision and legal and institutional policies and ensure their implementation after adoption by WAHO's decision-making bodies
- Draft legal instruments, including but not limited to memoranda of understanding, financing agreements, partnership agreements, various contracts, and legal documents, etc., in accordance with ECOWAS regulations
- Ensure the legal certainty of WAHO and all its activities
- Provide legal advice to the Directorate-General, departments and partners on the design and implementation of programmes and projects
- Draft technical notes, legal opinions, reports and letters on issues relating to the functions, structure and activities of the Organisation
- Analyse case law and conduct in-depth research on complex, highly specialised or sensitive issues that may have a significant impact on the Organisation or its activities
- Provide legal advice on all matters relating to the status of WAHO and its staff and external partners, particularly regarding the interpretation of texts regulating immunities and privileges within ECOWAS
- Participate in meetings of WAHO Advisory Committee on Appointments and Promotions, disciplinary board sessions, and meetings of the Procurement Review Committee and the Country Request Analysis Committee
- Take part in negotiations on various legal instruments with Member States, partners or other organisations in connection with implementation of WAHO's mandate
- Draft community legal texts (secondary community law) in the context of developing regional public health regulations within the Region
- Analyse and interpret Community law and all other texts, ensuring their compliance
- Manage pre-litigation and litigation cases and defend the interests of WAHO before the various courts, in close collaboration with the Legal Affairs Directorate of the ECOWAS Commission
- Contribute to the development and implementation of WAHO Procedures Manual
- Represent WAHO, where appropriate, at professional meetings/conferences, working groups and workshops whose agenda or terms of reference involve technical and legal discussions
- Monitor developments in legislation and anticipate its impact on WAHO's activities
- Monitor developments in legislation and case law applicable to the organisation's activities



- Monitor the activities of any organisation, structure or entity contributing to the development of law in general and public law of international organisations in particular
- Participate in discussions on reforms involving developments/innovations in ECOWAS community law
- Perform any other duties as may be assigned by supervisor.

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

- Hold a bachelor's degree in law (LLB), with a specialisation in public law (international or administrative law) or private law from a recognised university.
- A post-graduate degree in the above-mentioned fields is essential.

**Work experience :**

- At least five (5) years of progressively responsible experience in position as a lawyer in the legal department of an intergovernmental organisation or government.
- Have strong skills in public international law and a good knowledge of private law, or vice versa.
- Ability to use legal expertise to analyse a wide range of complex legal issues and problems and respond to them with innovative solutions when necessary.
- Have a sound understanding of legal issues related to the functions, structure and activities of international organisations and be able to anticipate, mitigate or even eliminate legal risks.
- Have a good command of legal writing and be able to prepare briefs, opinions and legal summary notes in a clear and concise manner.
- Have a good knowledge of legislative drafting to ensure that a variety of Community legal instruments and other legislation are drafted in accordance with the appropriate standards.
- Possess solid experience in legal negotiation and drafting legal agreements.

**ECOWAS KEY COMPETENCIES**

<b>P4-02-01</b>	<b>LEADERSHIP</b>
<ul style="list-style-type: none"><li>• Ability to get groups to work together cooperatively by encouraging everyone to participate actively, creating a climate of trust, mutual respect and openness, and using effective group facilitation techniques.</li><li>• Know how to explore their potential, motivate and guide them;</li><li>• Ability to organise and lead a multi-departmental working group, implementing innovative solutions to solve problems or lead a small group of entry level professionals and administrative support staff.</li><li>• Ability to follow the chain of command.</li><li>• Develop continuous learning techniques, combined with excellent coaching and mentoring skills; have a sound knowledge of new approaches to staff orientation to facilitate understanding of the position and the organisation.</li><li>• Ability to assign tasks to supervisees and provide consistent and timely feedback on technical efficiency and competence.</li><li>• Ability to effectively represent the Institution before external parties.</li></ul>	
<b>P4-03-01</b>	<b>CLIENT SERVICE ORIENTATION</b>
<ul style="list-style-type: none"><li>• Consider the impact of a change in programme direction in relation to the needs of internal and external stakeholders.</li><li>• Ability to promote and consider feedback from staff to streamline processes in order to meet deadlines that are important in relation to customer expectations.</li></ul>	



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- Ability to remain calm and focused on objectives in high-pressure situations.
  - Be able to develop problem-solving, mediation and conflict resolution skills to deal with disagreements, complaints, bottlenecks, and time constraints that affect quality and workload.
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  - Ability to anticipate the growing needs and expectations of customers to continuously improve the quality, timeliness, and delivery of services and to respond promptly to questions from client departments.
  - Ability to communicate openly with clients, updating them on progress and issues requiring attention or resolution.

**P4-04-01****MULTICULTURAL SENSITIVITY AND ADVOCACY**

- Ability to implement programmatic changes while ensuring a prejudice-free work environment and applying new rules and regulations fairly;
- Demonstrate experience and ability to respect diversity policies, objectives and principles in the performance of daily tasks and responsibilities; embody or promote exemplary behaviours of tolerance and understanding towards different cultures;
- Objectivity in dealing with conflict, regardless of cultural or gender differences, points of view and help other staff members overcome cultural and gender biases.
- Ability to add value by leveraging diverse capabilities and contributions from diverse cultures, staff, and clients.
- Be gender-sensitive and ensure equal participation of both men and women in all areas of working life.
- Ability to create an inclusive and diverse interactive environment, drawing on the varied strengths of each individual to integrate innovative practices;
- Ability to research good practice in organisational decision-making relevant to diversity management, ensuring that project and programme activities identify vulnerable areas and incorporate systemic control mechanisms.

**P4-05-01****KNOWLEDGE OF ECOWAS**

- Have a thorough knowledge of ECOWAS institutions and the relations between the different bodies, particularly about the programmes or professional sectors relevant to this position.
- Have sound knowledge of an international organisation's policy and programme drafting approaches and project management.
- Have a sound knowledge of the relevant rules, procedures, and processes of an international organisation in relation to the tasks related to their own position.
- Thorough knowledge of Member States' development trends, indicators, challenges, and opportunities as it relates to projects/programmes assigned to own position.

**P4-06-01****ANALYTICAL AND CRITICAL THINKING**

- Be creative and flexible in moving away from traditional methods when drafting new procedures, processes, and tools, using technology to simplify methods and approaches wherever possible.
- Ability to re-evaluate existing procedures and propose improvements to make them more effective and efficient;
- Be able to gather and synthesise information to anticipate stakeholder views on a new policy or programme; and have excellent analytical skills to assess external policies and trends when



considering policy or programme options, benefits, drawbacks, and recommendations.

- Be able to summarise complex information gathered from various external and internal sources and disseminate it to other entities in a logical manner.
- Be able to apply an appropriate methodology to uncover or identify policy issues and resource concerns.

**P4-07-01****COMMUNICATION**

- Be able to evaluate, integrate and communicate on the latest developments in the field of specialisation using the guidelines and criteria of the institution or agency.
- Good interpersonal skills, negotiation, networking, and presentation skills with proven ability to influence, explain complex information and demonstrate empathy and open-mindedness.
- Demonstrate operational computer proficiency using appropriate information and communication technology (ICT) tools.
- Ability to convey information clearly and concisely in a succinct and organized manner through both writing and verbal means.
- Demonstrate active listening to encourage better communication among team members, show concern for their well-being so that they feel valued, and foster staff engagement in all institutions and agencies.
- 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 any other languages would be an advantage.

**P4-08-01****PLANNING AND IMPLEMENTATION**

- Have sound knowledge of internal planning cycles and be able to contribute to the development and implementation of policy at the community or institutional level by determining the target audience, building coalitions with the appropriate population and monitoring progress.
- Be able to consider external circumstances, factors and trends when organising project activities in order to achieve the best possible results.
- Ability to review process results, correspondence, reports, and other policy documents to develop actionable plans.
- Be able to organise meetings with staff, stakeholders, colleagues, and others to assess the needs of the organisation's programmes and/or projects, adapting plans and activities accordingly.
- Be able to adjust project plans based on input from staff and stakeholders and/or design and implement guidelines, tools and templates duly factoring in new or revised programmes and services.

**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.