



JOB DESCRIPTION/ TERMS OF REFERENCE

JOB CODE 0133

REVIEW DATE : 02/2025

JOB TITLE	PROGRAMME OFFICER, REGION-WIDE LABORATORY SERVICES
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	PUBLIC HEALTH AND RESEARCH
DIVISION	PUBLIC HEALTH
LINE MANAGER	PRINCIPAL PROFESSIONAL OFFICER FOR PUBLIC 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 Principal Professional Officer, Public Health, the incumbent is responsible, in conjunction with the PPO Laboratory, for strengthening the laboratory and diagnostic support system, including imaging and radiology. He or she is also responsible for developing a detailed map and analysis of the situation of laboratories and diagnostic resources to better identify needs. In addition, he or she will lay the groundwork for networking and resource sharing with a view to increasing the capacity for disease identification and confirmation. Furthermore, he or she shall assess the strengths and weaknesses of laboratories and make recommendations for their strengthening in accordance with international standards.

ROLES AND RESPONSIBILITIES

The incumbent shall :

1. Actively map laboratories;
2. Support efforts to establish a regional laboratory system to facilitate food safety;
3. Strengthen the regional laboratory system to facilitate the diagnosis of infectious and non-infectious diseases;
4. Coordinate the implementation of a laboratory equipment maintenance system;
5. Work to develop an information-sharing platform for laboratories in the ECOWAS region;
6. Develop and manage databases on regional laboratories and input stocks;
7. Under the guidance of management, serve as the focal point for the activities of regional laboratory networks and ensure communication with technical partners involved in these areas;
8. Ensure the consistency and technical quality of the work of the regional networks and produce regular reports documenting the achievements of technical assistance activities;
9. Coordinate activities to strengthen imaging in the region;
10. Perform any other duties as may be assigned by line manager.

REQUIRED QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

Qualifications :

Be a doctor, laboratory specialist, university researcher or pharmacist, and hold a Master's degree in public health, laboratory studies, epidemiology or biology from a recognised university.

**Work experience :**

- At least five (5) years of professional experience in the management and implementation of public health programmes relating to laboratories;
- Have experience in identifying needs and developing health and laboratory work environment policies;
- Experience in researching the effects of medicines on health and health risks;
- Experience in epidemiological surveillance, including the application of the International Health Regulations (IHR);
- Experience in the field of non-epidemic disease and neglected tropical disease control.

ECOWAS KEY COMPETENCIES**P3-02-01****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 in an appropriate manner;
- 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;

P3-03-01**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;

P3-04-01**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.

P3-05-01**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.

P3-06-01**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 distinguish between the different key parts of a problem or process in order to identify shortcomings and correct them in order to achieve service, quality assurance, compliance and performance objectives;
- 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.

P3-07-01**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 anyone of the other languages would be an advantage.

P3-07-01

PLANNING AND IMPLEMENTATION

- Ability to develop and implement an individual action plan to achieve specific work objectives;
- Identify, organise and monitor tasks throughout the process to facilitate their 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.