



# VACANCY ANNOUNCEMENT

The West African Health Organisation (WAHO) is seeking applications from suitably qualified ECOWAS Citizens candidates to fill the following position:

<b>JOB TITLE</b>	<b>BUDGET OFFICER</b>
<b>JOB CODE</b>	<b>143</b>
<b>INSTITUTION</b>	<b>WEST AFRICAN HEALTH ORGANISATION</b>
<b>GRADE</b>	<b>P3/P4</b>
<b>ANNUAL SALARY IN US DOLLARS</b>	<b>37 431,66/52 379,70</b>
<b>STATUT</b>	<b>PERMANENT</b>
<b>LOCATION</b>	<b>ABIDJAN – CÔTE D'IVOIRE</b>
<b>NUMBER OF POSITIONS</b>	<b>1</b>
<b>DIRECTORATE</b>	<b>ADMINISTRATION AND FINANCE</b>
<b>DIVISION</b>	<b>FINANCE</b>
<b>LINE SUPERVISOR</b>	<b>PRINCIPAL ACCOUNTANT</b>
<b>SUPERVISING</b>	<b>BUDGET ASSISTANT</b>
<b>EMAIL ADDRESS FOR INTERNAL SUBMISSION</b>	<a href="mailto:intvn143bo@wahooas.org">intvn143bo@wahooas.org</a>
<b>EMAIL ADDRESS FOR EXTERNAL SUBMISSION</b>	<a href="mailto:vn143bo@wahooas.org">vn143bo@wahooas.org</a>

## Role Overview

Under the supervision of the Principal Accountant, the Budget Officer shall be responsible for the timely preparation of the annual budget of WAHO in accordance with ECOWAS Financial Regulations, Manual of Accounting Procedures and the Annual Budget Circular. He/she will also assist in the development of WAHO's work programs and associated budgets, resource allocation, and grant execution. The Budget Officer will also monitor the implementation of all budgetary activities and submit a budget consumption reports on a monthly basis.

## Role and Responsibilities

1. Review, analyse and finalize cost estimates and budget proposals, from all the directorates Agencies for Personnel, administrative and programmatic matters.
2. Ensure full compliance of all submissions in line with WAHO's Strategic and Operational Plans, Annual Budget Directives issued by ECOWAS and WAHO Management.
3. Consolidate all submitted departmental budgets and all other relevant information and prepare a draft Budget of the Organisation.
4. Provide substantive support during budget arbitration.
5. Ensure that all timelines/deadlines in relation to preparation and submission of budget documents are strictly adhered to.
6. Manage the SAP system and tools in Fund management, Accounts receivables, Bank reconciliation, Material Management and Grants Management modules to undertake day to day budget system administration, budget availability, run budget reports, uploading/reporting grants, maintenance of master data, trouble shooting of system errors and timely resolution of any unusual items.
7. Manage and monitor budget implementation and recommend reallocation of funds as necessary.
8. Monitor expenditures to ensure that they remain within authorized levels.
9. Manage and monitor donor contributions, including review of agreements and cost plans, ensuring compliance with rules and regulations and established policies and procedures.
10. Extract budget performance report on a monthly basis.



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11. Review and finalize budget performance reports, analyzing variances between approved budgets and actual expenditures and prepare a variance report for submission.
12. Provide guidance on a continuous basis to staff in the implementation of their budgets.
13. Prepare viaments/reallocations of funds when necessary, ensuring compliance with appropriate guidelines relating to such transfers.
14. Provide substantive support to the Chief Accountant, Director of Internal Services, Management as may be necessary.
15. Provide advice and guidance, including training, to staff on budgetary and financial policies and procedures.
16. Provide support on matters relating to resource requirements, programming and budgetary issues.
17. Draft reports on budgetary issues, and correspondence.
18. Undertake research and analysis of budgetary policies and procedures and make recommendations for changes and/or modifications.
19. Ensure the commitment of all expenditures through the existing Enterprise Resource Planning (ERP) System.
20. Plan, organize, manage, and supervise the work of assigned staff.
21. Assist in providing responses to audit inquiries, internal and external; as required.
22. Ensure the reconciliation between the budgetary data and financial information at all times and promptly resolve discrepancies and backlogs.
23. Prepare the statement of comparison between budget and actual amounts as required under the International Public Sector Accounting Standards (IPSAS).
24. Support the presentation of budgetary information and related information in the audited financial statements and other reports. K. Perform any other duties as may be required.
25. Performs other related duties, as assigned.

### **Academic Qualifications and Experience**

#### **Education:**

A Bachelor's degree in Accounting or Finance / Management or Commerce, management control or audit from a recognised University.

#### **Experience:**

- 5 to 7 years of progressively responsible experience in finance, accounting and budget;
- knowledge and technical competence in financial statements consolidation and ability to respond to internal/external audit queries;
- knowledge of cash management practices, policies and procedures, and the ability to make appropriate recommendations to improve their accuracy, security timeliness and efficiency;
- knowledge of various payments systems, banking terminologies, pension fund practices and relevant financial management processes and policies. demonstrated practical knowledge of relevant financial accounting principles and concepts in order to perform tasks in accordance with the generally accepted accounting principles;
- demonstrated professional competence and mastery of subject matter; accounting best practices, ECOWAS financial policies and Shows capacity to identify and isolate different drivers of current financial results and to propose options that would contribute to improved financial efficiency and resource allocation;
- demonstrated professional competence in budgetary and financial planning, monitoring of budget execution and reporting of budgetary and financial information.

#### **Eligibility**

- Must be a citizen of an ECOWAS Member State.
- Must not be more than 45 years of age at the time of recruitment.
- This does not apply to internal candidates.



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## ECOWAS Key Competencies

### • P4-02-01

### • LEADERSHIP

- ability to get groups to work together cooperatively, by enlisting active involvement, creating a climate for respect and openness, and applying effective techniques for group facilitation, explore their potentials, motivate and guide them;
- organize and lead cross-divisional work group in developing creative solutions to address problems and or lead a small group of entry level professionals and administrative support staff;
- ability to respect chain of command in an appropriate manner;
- develop on—the-job training techniques paired with excellent coaching and mentoring skills; knowledge of new staff orientation approaches to facilitate understanding of the position and organization;
- ability to assign work to direct reports and provide timely and consistent feedback regarding technical proficiency and effectiveness;
- ability to represent the organization effectively before external parties.

### • P4-03-01

### • CLIENT SERVICE ORIENTATION

- ability to consider the impact of a shift in programmatic direction to the needs of internal and external stakeholders;
- ability to promote and consider staff feedback to streamline processes in order to meet deadlines of relevance to client expectations;
- ability to consistently maintain composure and direction in high- pressure situations;
- develop problem solving, mediation and conflict resolution skills to address discrepancies, complaints, bottle necks, time constraints affecting quality and quantity of client services;
- ability to anticipate growing client needs and expectations to continuously improve quality, timelines, service delivery and addressing client questions in a timely manner;
- ability to communicate openly with clients, keeping them informed of progress and issues requiring attention/resolutions.

### • P4-04-01

### • MULTICULTURAL SENSITIVITY AND ADVOCACY

- ability to implement programmatic changes in a manner that ensures a biased-free work environment, fair and equitable application to new rules/regulations;
- experience and ability to adhere to policies, goals, objectives, and principles of valuing diversity in performing everyday duties and responsibilities; promoting/modeling behaviors that demonstrate tolerance and understanding of various cultures;
- ability to remain objective in managing conflict regardless of cultural differences /positions, gender differences, and encourage other staff to overcome cultural and gender bias and differences;
- ability to build value from leveraging diverse capabilities and inputs from various cultures, staff and clients;
- ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- ability to create a diverse and inclusive interactive environment that benefits from diverse strengths bringing together innovative practices;
- ability to seek out best practices to make organizational decisions of relevance to diversity management, ensuring that project and program activities identify vulnerable areas and contain systemic checks.

### • P4-05-01

### • KNOWLEDGE OF ECOWAS

- knowledge of ECOWAS institutions and how the different organs relate to each other, particularly as it relates to own work sector/programs;
- knowledge of approaches to policy and program development of an international organization as well as project management ;
- knowledge of the rules, processes and procedures of an international organization, of pertinence to tasks related to own position;



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- knowledge of member states development trends, indicators, challenges and opportunities as it relates to project/programme assigned to own position.

## • P4-06-01

## • ANALYTICAL AND CRITICAL THINKING

- creativity and flexibility to deviate from traditional methods in developing new procedures, processes and tools, using technology to simplify methods and approaches whenever possible;
- ability to reevaluate current procedures and suggest improvements to ensure an effective, streamlined process;
- ability to gather and summarize information to predict stakeholder views on a new policy/programmes; and excellent analytical skills to assess external policies and trends when reviewing policy/programme options, pros, cons and recommendations;
- ability to synthesize complex information gathered from a variety of external and internal sources and disseminate it to others in a logical manner;
- ability to apply appropriate methodology to discover or identify policy issues and resource concerns.

## • P4-07-01

## • COMMUNICATION

- ability to evaluate, incorporate, and communicate the latest developments in specialty area using institution/agency guidelines and criteria;
- develop interpersonal, negotiation, networking and presentation skills with proven abilities to influence, explain complex information and demonstrate empathy and open-mindedness;
- ability to demonstrate operational proficiency in the use of computer in communicating using technology tools;
- ability to convey information clearly and concisely in a succinct and organized manner through both written and verbal expressions;
- exhibit active listening skills to encourage stronger communication amongst team members, to show care and make them feel valued and to drive employee engagement in all institutions and agencies;
- proficiency in information communication technologies (ICT) SAP Material Management Module;
- Fluency in oral and written expressions in one of the ECOWAS official languages (English, French & Portuguese). Knowledge of an additional one will be an added advantage.

## • P4-08-01

## • PLANNING AND IMPLEMENTATION

- knowledge of internal planning cycles and ability to contribute to the development and to implement Community-wide or institution policy by determining target audience, building coalitions with the appropriate population, and monitor progress;
- ability to consider external circumstances, factors and trends when organizing project activities to ensure the best outcomes;
- ability to review process outcomes, correspondence, reports, and policy documents to develop achievable plans;
- ability to conduct meetings with staff, stakeholders, colleagues and others to ascertain organizational program and/or project needs, making adjustments to plans and activities accordingly;
- ability to adjust project plans based on input from staff and stakeholders and/or ability to design and implement guidelines, tools and templates to accommodate new or revised programmes and services.

**Assessment method:** Assessment of qualified candidates may include a written exercise and a competency-based interview.

### **ECOWAS Work Environment:**

ECOWAS provides a work environment that reflects the values of gender equality, diversity, integrity and a healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore, we encourage women to apply for positions that suit their competencies. Individuals from minority ethnic groups, indigenous populations,



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persons with disabilities, and other underrepresented groups are also highly encouraged to apply. Diversity, Equity and Inclusion is at the heart of ECOWAS's workforce.

**Disclaimer:**

Selection and appointment will be subject to background and reference checks and other administrative requirements.

ECOWAS does not charge for any application, processing, training, interviewing, or testing in connection with application or recruitment processes and does not concern itself with information on applicants' bank accounts.

**General Conditions:**

- No document submitted will be returned.
- Only shortlisted candidates will be contacted.
- Deadline for submission of Internal applications: **27/03/ 2026.**
- Deadline for submission of External applications: **7/04/2026.**
- Shortlisting and interview procedures are based on the 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.

**Qualified candidates must submit the following:**

- A duly completed Job Application Form ([click here](#))
- A signed cover letter for the position (max. 1 page)
- An updated and signed Curriculum Vitae
- A copy of the birth certificate.



Melchior A. AISSI