

**JOB DESCRIPTION/ TERMS OF REFERENCE**

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JOB TITLE:	Special Adviser (SA)
INSTITUTION	West African Health Organisation (WAHO)
Grade	Very attractive remuneration package at P4 for a 3-year fixed-Term Contract
AGENCY	NA
DEPARTMENT	
DIRECTORATE	General Directorate
SUPERVISOR	Director General
SUPERVISES	All Staff in the Director General's Office All Other Staff as may be delegated by the DG

Summary of Post:

Under the supervision of the Director General of WAHO, the Special Adviser shall provide advisory and managerial support to the Director General (DG). The role of the SA is to mitigate the impact of the abolition of the statutory position of Deputy Director General on WAHO's operations. The SA position is a 3-year fixed-term appointment funded by KFW. The role requires a dynamic and experienced leader in order to ensure effective operationalization of WAHO's organizational strategies. In addition, the SA shall be the key contact person for the Director General's internal and external relations. Moreover, he/she will also serve as the Focal Point for the new project "Pandemic Prevention and One Health in the ECOWAS Region" being finalised under KFW funding. The role of the SA requires a high-level experience in public relations due to the political sensitivity of the Office of the DG.

ROLES AND RESPONSABILITIES

- Coordinate the new Project, titled "Pandemic Prevention and One Health in the ECOWAS Region" being finalised under KFW funding.
- Support the DG to enforce compliance with institutional directives.
- Oversee all communication for WAHO in coordination with the directives of the DG.
- Work with national and international partners to achieve the objectives of the region's countries, ECOWAS Commission, WAHO, and the DG regarding the health of the population.
- Collaborate with WAHO Directors to adequately represent WAHO's interests within the organization, as well as at the national and international levels.
- Assist the Director General in preparing long-term strategies for attainment of WAHO's goals.
- Develop and maintain close working relations with all



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- current and future partners and oversee strategic communication on the various projects of the Organisation.
- Provide guidance and coaching to other members of staff within the directorate as required.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:

- A Master's degree in any area of Public Health, Health Economics, International Relations, Public/Business Administration, or related fields is essential.
- A post-graduate degree in addition to the essential educational qualification will reduce the number of years of experience by 2 years.

Work Experience:

- A minimum of 10 years relevant post-qualification experience in any area of public health
- Experience working with an international or regional organization is essential

ECOWAS KEY COMPETENCIES

Leadership

- Ability to provide leadership, management and technical supervision of all project activities and programme deliverables in accordance with ECOWAS legal and administrative practices and standards;
- Ability to periodically review staff performance in accordance with the ECOWAS performance management system and coach them to ensure high levels of motivation, commitment, capacity and teamwork;
- Ability to provide project management oversight, internal control and financial resource management and be able to solve problems with confidence and competence while ensuring that decisions are made in an impartial and non-partisan manner.
- Have a sound knowledge of the ECOWAS mandate, Strategic Plan or priorities, as well as the economic, political and social status or trends of Member States, as they relate to his/her own field of action;
- Demonstrate consistency in actions, values, methods, confidentiality, ethics, measures, principles, expectations and results, which implies a firm commitment to do the right thing in all circumstances for a good cause;
- Ability to establish and maintain effective working relations with heads of institutions, elected officials and statutory officials in order to build commitment and support for change, resolve conflicts and facilitate compliance;
- Ability to follow the chain of command in an appropriate manner;

Customer-centered service

- Ability to demonstrate initiative and resourcefulness in meeting a variety of stakeholder needs simultaneously, while



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multitasking and achieving positive results.

- Ability to work in synergy with different stakeholders to achieve targets for the implementation and monitoring of service standards and indicators.
- Ability to motivate and encourage others to promote or adopt good client service practices.
- Ability to identify and improve services and client relations through appropriate networks and find innovative ways to address these issues in an accountable and transparent manner

Respect for multi-culturality & advocacy

- Have a sound knowledge of the anti-discrimination regulatory environment and human rights and ability to promote strategies to foster an inclusive working environment and a healthy organisation, respectful of cultural diversity, gender equality and free from harassment and discrimination;
- Understand the diversity of views from a cultural perspective, particularly in West Africa, be sensitive to differences between groups, gender issues and be able to contribute to the development of, and advocate for, gender and culture-sensitive policies.
- Ability to promote an interactive, diverse and inclusive working environment that can effectively harness a wide range of ideas and experiences to solve problems, develop projects and programmes and improve outcomes;
- Be able to and take responsibility for addressing gender issues and ensuring the equitable participation of both men and women in all areas of working life.
- Be able to demonstrate objectivity in dealing with conflict regardless of cultural or status differences, gender differences, and be able to encourage other staff members to transcend cultural and gender biases and differences.

Knowledge of ECOWAS

- Have a good understanding of the ECOWAS organisational structure, culture and dynamics of its working environment.
- Ability to use knowledge of the legal framework, strategic priorities and standard operating procedures of ECOWAS to develop or update policies and programmes and/or to implement its policies and programmes in a sustainable and effective manner;
- Have a strong sense of institutional, social and political life, and demonstrate a high level of commitment to the vision and mandate of ECOWAS, and have a thorough knowledge of the economic, political and social situation and trends in member states;
- Have very good judgement and decision-making skills on issues relating to policy and strategy development that are important to achieve ECOWAS' mandate and to improve outcomes in Member States.

Critical and analytical thinking

- Ability to review reports, socio-economic and institutional dynamics and to identify potential obstacles or challenges as well as implement innovative solutions or alternative measures to overcome obstacles and achieve



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strategic and operational priorities ;

- Ability to predict and interpret the effects of environmental changes (from a social, economic and political perspective), their impacts and make recommendations;
- Ability to identify strengths and weaknesses, stimulate creativity, reduce resistance to change and improve the achievement of strategic objectives;
- Ability to make prudent decisions in the management of human, financial and material resources.

Communication

- Ability to actively listen and understand the views of others to make informed statements, decisions or recommendations.
- Ability to communicate clearly and convincingly, to make a convincing presentation, to promote new knowledge, ideas and perspectives and a better understanding of issues and challenges.
- Excellent negotiation and conflict management skills, focused on building and maintaining effective collaborative relationships.
- Computer literacy and information and communication technology (ICT) skills.
- Candidates must be fluent in one of the official languages of ECOWAS (English, French and Portuguese); with a working knowledge of one of the other two languages.
Working knowledge of a third language would be an advantage.

Planning and implementation

- Ability to plan, set clear and consistent objectives and provide effective oversight on performance management practices to ensure attainment of objectives in line with established standards.
- Ability to set objectives effectively and manage change in a way that demonstrates resilience, composure and a positive outlook in an uncertain and ambiguous environment.
- Ability to implement plans, mobilise and engage people, identify critical success factors, mitigate risks, track indicators and provide feedback, initiate corrective action and build capacity for sustainability.
- Ability to establish rigorous monitoring and evaluation practices and learn from failures and mistakes for continuous improvement.

Reviewed by HR Officer:
Name:

Validated by Director, Administration

Signature:

Date:

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And Finance Name:		
Approved by Line Director Name:	Signature:	Date :
Job Holder:Name:	Signature:	Date :