



## WEST AFRICAN HEALTH ORGANISATION (WAHO)

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### CALL FOR EXPRESSION OF INTEREST

Reference No [FM/TEND/AMI//2023/007/bk](#)

**Bill & MELINDA GATES FOUNDATION (BMGF)**

**JOB TITLE: Recruitment Director General's Assistant in Charge of Internal Audit**

#### 1. INTRODUCTION

The West African Health Organisation (WAHO) is the specialised institution of the Economic Community of West African States (ECOWAS) responsible for health, with a mandate to deliver the highest possible standard and protection of health to the people of the Region.

WAHO, in pursuit of its mission to improve the health of the people of West Africa through regional programmes and interventions designed to accelerate sustainable, health-enhancing development, sought, and obtained from the BMGF Foundation a budget for capacity building in technical assistance through the recruitment of a Senior Special Adviser (SSA) to the Director who will be responsible for internal auditing within the Organisation.

This recruitment will allow WAHO to develop and maintain strong institutional capacity, better manage resources, and increase accountability and transparency in the use of various grants.

#### 2. Purpose of the Assignment

The recruitment of the Director General's assistant in charge of Internal Audit under a consulting contract aims at filling the following roles:

- To increase and preserve the value of the institution by providing objective assurance in the level of control of operations.
- See to the implementation of recommendations from audit engagements.
- Cater for any needs relating to internal audit.

#### 3. Duties and Responsibilities

Under the supervision of the Director General of WAHO, the main role of the Director General's assistant in charge of internal audit is to increase and preserve the value of the institution by objectively providing assurance on the degree of control of operations through a risk-based approach. The incumbent is responsible for ensuring the implementation of recommendations from the various audit engagements.

The incumbent will perform the following roles and responsibilities:

- Develop internal audit tools.

- Support WAHO in identifying and assessing the risks to which it is exposed.
- Draft the risk-based internal audit plan.
- Organise internal audit engagements in accordance with internal audit standards.
- Perform specific tasks upon request by the Director General (inquiries, investigations, advice).
- Supervise and facilitate the WAHO internal audit system.
- Promote and participate in the risk management process.
- Ensure implementation of the recommendations of the various audits.
- Contribute to capacity building of actors based on identified weaknesses.
- Undertake, as appropriate, any investigation into allegations of irregularities or embezzlement or fraud within its mandate.
- Write and submit periodic audit reports to the various stakeholders.
- Assist WAHO on all matters as may be required of them.
- Analyse the relevance of the internal control system put in place, its effectiveness, and its efficiency in order to prevent and/or detect errors and irregularities.
- Ad hoc technical advice to the Director General on administrative and financial procedures as required.
- Monitor the extent to which work plans, procurement, data management and archiving procedures are effective in achieving the overall objectives assigned to WAHO projects and programmes.
- Act as focal point for all external audits.
- Perform any other duties as may be assigned by the supervisor.

#### **4. Qualification, Experience and Required skills:**

The Director General's assistant in charge of internal audit must meet the qualifications defined below:

##### **Qualifications**

- Hold a Master's degree from a university or business school in audit and management control, finance, accounting, or a similar discipline.

##### **Work experience:**

- At least ten (10) years of professional experience in auditing and/or finance/accounting expertise/accounting assistance, in both the public and private sectors, including three (3) years as head of internal audit for projects and programmes under international funding.
- Experience in an accounting and audit firm would be an asset.
- Ability to perform audits in operational areas and in accounting and financial processes based on rigorous methodology in accordance with standards in force in the profession.
- Ability to analyse, synthesize and write audit reports with relevant recommendations on organisation, management procedures and information systems.
- Membership of the Institute of Internal Auditors (IIA) would be an asset.
- Good interpersonal skills to understand complex and multicultural environments and the ability to mobilise the audited entities around the recommendations made.
- Proficiency in speaking and reading one of the three working/official languages of ECOWAS: English, French, Portuguese. A working knowledge of a second official language would be an advantage.

#### **5. Duration, duty station and nature of the function**

This is a WAHO consulting contract supported by donor funds. The duration of the assignment is two (2) years, subject to an initial probationary period of three months, and may be renewable depending on the availability of funds. An attractive consolidated remuneration will be paid. The internal auditor, assistant to the DG, will be based at the WAHO headquarters in Bobo-Dioulasso, BURKINA FASO, but will travel to countries within the ECOWAS region as required.

Interested individual consultants are invited to express interest in providing the afore-mentioned services.

## 6. Content of the EOI

Interested individual consultants must provide information indicating that they are qualified to perform the services described above. Their expression of interest shall include:

- a letter of expression of interest stating the subject of the assignment.
- A detailed, accurate, dated, and signed Curriculum Vitae highlighting qualifications and experience in carrying out similar assignments, as well as references for checks.
- Copies of the required degree and of certificates of work or of completion of assignment.

## 7. Selection Method

The Consultant will be selected based on the Individual Consultants' Qualification method (CQS) in accordance with the ECOWAS Tender Code (revised in September 2021).

## 8. Criteria for Bid Evaluations

### Main Criteria (90 points)

- Hold a Master's degree in audit and management control, finance, accounting, or a similar discipline, from a university or business school **(30 marks)**.
- At least ten (10) years of professional experience in auditing and/or finance/chartered accounting/accounting assistance, in both the public and private sectors, including three (3) years as head of internal audit for projects and programmes under international funding. **(15 marks)**.
- Minimum of three (03) years of experience as Head of Internal Audit of internationally funded projects and programmes **(15 marks)**.
- Experience in an accounting and audit firm **(10 marks)**.
- Experience in performing audits in operational areas and in accounting and financial processes based on rigorous methodology in accordance with standards in force in the profession **(10 marks)**.
- Membership of the Institute of Internal Auditors (IIA) **(10 marks)**.

### Desirable criteria (10 marks)

- Ability to speak and write fluently in one of the languages of the ECOWAS Community and competence in a second language of the community: **(10 marks)**.

## Enquiries, deadline and address for submission of applications

Further information can be obtained during working hours, Monday to Friday, from 08:00 to 16:00, by contacting the Email address: [procurement@diffusion.wahooas.org](mailto:procurement@diffusion.wahooas.org)

Interested persons can access the Terms of Reference and Notice for Expression Interest on the WAHO

website at: [www.wahooas.org](http://www.wahooas.org)

Interested and qualified individual consultants should express their interest by submitting their detailed CV and relevant documents to: <https://data.wahooas.org/tenders/tenders/list>

The deadline for submissions is 29 May 2023 at 15:00 GMT.

Neither WAHO nor BMGF shall bear any costs or expenses incurred by the individual Consultant in connection with the preparation or submission of the EOI.



**Dr Melchior Athanase J.C. AÏSSI**

Director General