



JOB DESCRIPTION

JOB CODE:0123

REVIEW DATE:

JOB TITLE	Documentation And Archives Officer
INSTITUTION	West African Health Organisation
DUTY STATION	Bobo-Dioulasso, Burkina Faso
GRADE	P3
ANNUAL SALARY	US\$ 37,431.66/45,109.22
DIRECTORATE	Administration And Finance
DIVISION	Administration And Human Resources
LINE SUPERVISOR	Information Communication Technology & Documentation Officer
SUPERVISING	

ROLE OVERVIEW

Under the supervision of the Information Communication Technology & Documentation Officer, the Documentation & Archives Officer shall coordinate and manage activities relating to all WAHO's documentation in manual and electronic forms.

ROLES & RESPONSIBILITIES

- Ensure the functioning of the library.
- Manage the entire records system for WAHO.
- Process all archival access requests.
- Manage, organize and enrich the documentary collection.
- Enhance the value of resources and documentary resources.
- Assist staff in accessing available health documentation.
- Provide technical support to WAHIDN (West African Health Information & Documentation Network).
- Promote partnerships with other Libraries, Associations/networks in Africa and elsewhere.
- Ensure the enrichment, accessibility, and integrity of the historical health archive.
- Coordinate the movement of archives into new or improved storage conditions.
- Create and maintain comprehensive, accessible, retrievable electronic archives.
- Organize archival records and develop classification systems to facilitate access to archival materials.
- Advise regularly on subscriptions to major periodicals, journals and magazines of paramount interest to the Organization.
- Carry out documentary research, monitoring and information research.
- Create and use documentary tools (filing plan, document management software, etc.) and information dissemination tools.
- Ensure cataloging (bibliographic description) and indexing of documents with appropriate documentary language and standards.
- Perform any other duties as may be assigned by the supervisor.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:



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Bachelor's degree or equivalent in Library and Information Science, Documentation and Archiving, Business Administration, Management, or in a similar field from a recognized University.

Experience:

- Five (5) years of experience in library and documentation support functions.
- Good knowledge of ECOWAS rules and regulations on the control and access to documentation, as well as meetings servicing.
- Proven knowledge in management of library and documentation services.
- Proven experience in developing information tools on library collection and facilities.

ECOWAS KEY COMPETENCIES

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 respect 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 subordinates to build strong working relationships and improve performance.
- contribute to maintaining the organizational unit's performance goals and standards.

CLIENT SERVICE ORIENTATION

- interpersonal skills with the ability to keep a client informed of progress or setbacks in projects of relevance to the 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 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;

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;



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- ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths;
- ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- ability to encourage, empower, and advocate for people in an unbiased and transparent manner.

KNOWLEDGE OF ECOWAS

- knowledge of ECOWAS institutions, sectors, programmes and policies;
- knowledge of ECOWAS internal operational requirements of programs, 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;
- knowledge of member states development trends, indicators, challenges and opportunities as it relates to project/programme assigned to own position.

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 break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance and performance targets;
- 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

COMMUNICATION

- demonstrate operational computer proficiency using 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 communication technologies (ICT);
- Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.



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PLANNING AND IMPLEMENTATION

- ability to develop, and implement an individual action plan for achieving specific work goals;
- identify, organize and monitor tasks throughout to facilitate 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;
- ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators and risks;
- ability to identify, collect and assess indicators to monitor performance and to take proactive remedial action as required.