



JOB DESCRIPTION

REVIEW DATE:

JOB TITLE	Programme Officer, Research Application - Academic Institutions
INSTITUTION	West African Health Organisation
DUTY STATION	Bobo-Dioulasso, Burkina Faso
GRADE	P3/P4
ANNUAL SALARY	US\$ 37,431.66/52,379.70
DIRECTORATE	Public Health & Research
DIVISION	Research And Grants
LINE SUPERVISOR	Principal Programme Officer, Research & Grants
SUPERVISING	

ROLE OVERVIEW

Under the supervision of the Principal Programme Officer, Research and Grants, the incumbent shall be responsible for the linkage of WAHO with Academic and Research Institutions, the development and implementation of regional research programmes in the region, the development and implementation of capacity building programmes, and the dissemination, summaries, and translation of the research findings into policy and practices.

ROLES & RESPONSIBILITIES

- Assess research needs, research development process, research dissemination, and research environment in higher education and research institutions.
- Advocate for the development of a research agenda in collaboration with higher education and research institutions.
- Develop plans and policies to address priority research needs.
- Implement cross-sectoral action to support research objectives with higher education and research institutions.
- Develop a regional research agenda in collaboration with higher education and research institutions.
- Strengthen research capacity and skills programmes of stakeholders.
- Set research priorities in WAHO's thematic priorities.
- Compile research evidence.
- Develop and implement a knowledge transfer platform to translate evidence into policy and practice.
- Provide member countries with technical support in research interventions.
- Evaluate research programmes and provide quality assurance.
- Perform any other duties as may be assigned by the supervisor.

ACADEMIC QUALIFICATIONS AND EXPERIENCE**Education:**

Medical doctor, university researcher or pharmacist, or hold a master's degree in public health, epidemiology, biology, sociology, or a similar discipline from a recognized University.



JOB DESCRIPTION

JOB CODE:0096

REVIEW DATE:

Experience:

- Five (5) years of progressive experience in the implementation of public health programmes as well as in the implementation of healthcare and pharmacy programs involving research centers/institutions, or similar positions.
- Knowledge of the health policies and related research centers/institutions' work environment in the ECOWAS member states.
- Ability to coordinate several actors and a variety of activities to achieve a common goal in the field of public health.
- Have a perfect mastery of standard software in the field of research.

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 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 subordinates to build strong working relationships and improve performance.
- contribute to maintaining 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;
- ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths;



JOB DESCRIPTION

REVIEW DATE:

- 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.

PLANNING AND IMPLEMENTATION

- ability to develop, 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;



JOB DESCRIPTION

JOB CODE:0096

REVIEW DATE:

- 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.

FINAL