



## JOB DESCRIPTION

JOB CODE:0091

REVIEW DATE:

<b>JOB TITLE:</b>	Program Officer, Pharmacy & Allied Health
<b>INSTITUTION</b>	West African Health Organisation
<b>DUTY STATION</b>	Bobo-Dioulasso, Burkina Faso
<b>GRADE</b>	P3/P4
<b>ANNUAL SALARY</b>	<b>US\$ 37,431.66/52,379.70</b>
<b>DIRECTORATE</b>	Healthcare Services
<b>DIVISION</b>	Human Resources Development for Health
<b>LINE SUPERVISOR</b>	Principal Programme Officer, Human Resources Development for Health
<b>SUPERVISING</b>	

### ROLE OVERVIEW

Under the supervision of the Principal Officer, Human Resources Development for Health, the incumbent shall update course modules as well as lead the development and standardisation of training (basic and post-basic), within the region. She/He shall advocate for the development of Pharmacy and Allied Health Professions as well as develop the harmonised drug regulation policy. She/he shall collaborate with the West African Postgraduate College of Pharmacists (WAPCP) in identifying suitably training for pharmacists, allied health professionals and drug quality control officers. The Officer shall be responsible for producing a quarterly journal.

### ROLES & RESPONSIBILITIES

- Organize workshops, seminars and update training courses for pharmacists and allied health professionals in the ECOWAS region.
- Identify appropriate training institutions for post-basic and specialist pharmacy and allied health training.
- Work closely with West African schools, postgraduate colleges and other training institutions for pharmacists and allied health professionals to consolidate their capacities and their gradual expansion, and to assist in the implementation and strengthening of their programmes.
- Maintain a directory of pharmacists and allied health professionals across the ECOWAS region.
- Take appropriate measures to harmonise training programmes of pharmacists and allied health professionals in the ECOWAS region.
- Update and harmonise courses for pharmacists and allied health professionals in the ECOWAS region.
- Coordinate the development of a curriculum for training pharmacists and allied health professionals.
- Monitor and evaluate the training programme of institutions training pharmacists and allied health professionals.
- Publish suitable educational materials e.g., journals, modules etc. for the continuing education of pharmacists and allied health professionals.
- Identify and maintain records of suitably trained pharmacist and allied health professionals for any Technical Assistance Programme to Member States.
- Collaborate closely with ECOWAS member states and other relevant International Organisations and Partners in the development of human resources in pharmacy and allied health.



## JOB DESCRIPTION

JOB CODE:0091

REVIEW DATE:

- Collaborate with appropriate regional Institutions and Organisations to ensure progressive development of the structures necessary for the maintenance of standards of training and practice of the Allied Health Professions and pharmacists in the region.
- Perform any other duties as may be assigned by the supervisor.

### ACADEMIC QUALIFICATIONS AND EXPERIENCE

#### Education:

Medical Doctor or Pharmacist or hold a degree in a similar discipline from a recognized University.

#### Experience:

- Five (5) years of progressive experience in the implementation of healthcare programmes in positions of increasing responsibility, or similar position.
- Good knowledge of quality assurance standards in the ECOWAS region.
- Ability to manage relationships with partner organisations, Ministries of Health and other relevant regulatory bodies to foster solid cooperation.
- Demonstrated knowledge of public health portfolio and major health challenges in West Africa;
- Ability to manage database and conduct statistical and epidemiological analysis of health data.
- Knowledge of problems and needs in the pharmaceutical sector at country and regional levels, and the ability to develop suggestions for resolving pharmaceutical challenges;
- Ability to develop programs to support local pharmaceutical manufacturers to upgrade their facilities to attain GMP/WHO standards;
- Assist in budget planning and management for program-related expenses.
- Monitor expenditures and work to optimize resource allocation.
- Stay current with industry developments and emerging trends in pharmacy and allied health education.
- Knowledge of the principles and practice of public health management in the ECOWAS region, and proven ability to conduct Research Development or research with the third sector in West Africa;

### 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.



## JOB DESCRIPTION

JOB CODE:0091

REVIEW DATE:

### **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;
- 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.



## JOB DESCRIPTION

JOB CODE:0091

REVIEW DATE:

### 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, 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.