



JOB DESCRIPTION

JOB CODE:0100

REVIEW DATE:

JOB TITLE:	Payroll Officer
INSTITUTION	West African Health Organisation
DUTY STATION	Bobo-Dioulasso, Burkina Faso
GRADE	P2/P3
ANNUAL SALARY	US\$ 31,191.47/45,109.22
DIRECTORATE	Administration And Finance
DIVISION	Administration And Human Resources
LINE SUPERVISOR	Human Resource Officer
SUPERVISING	

ROLE OVERVIEW

Under the supervision of the Human Resources Officer, the Payroll Officer shall be responsible for processing monthly payroll for the institution in the SAP/ECOLINK system in a smooth and accurate manner. This includes calculating employees' salaries, emoluments, allowances as well as deductions. Moreover, the incumbent shall update monthly payroll information on issues relating to changes in social status, bank details, and employee status such as (salary step or grade change).

ROLE AND RESPONSIBILITIES

- Ensure that salaries and remuneration of all employees follow the approved ECOWAS salary scale and regulations.
- Report any anomalies or errors found in the payroll.
- Enter new employees' data into SAP/ECOLINK.
- Ensure that deductions for social security contributions, in particular pension contributions, and all other forms of payroll deductions are effected.
- Prepare and submit monthly payroll reconciliation (**WTR**) reports on WAHO staff for vetting,
- Share pay slips once salaries have been paid.
- Ensure the safekeeping of payroll records.
- Provide all payroll documents to the auditors as required.
- Perform any other duties as may be assigned by supervisor.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:

Bachelor's degree or its equivalent in Accounting, Finance, Audit, Management control or a similar related from a recognized University.

Experience:

- Three (3) years of progressive experience in Accounting, Finance, Administration, Budget, Administration and Human Resource Management.
- Knowledge of human resources policies, procedures and practices relating to leave, compensation, benefits, pensions, medical care, recruitment, payroll, etc. and the ability to interpret and apply them in an organizational setting.
- Proven ability to use core SAP/ECM HCM modules to perform HR functions, including inputting, extracting, and interpreting master data.
- familiarity with administrative and financial policies and procedures; knowledge and understanding of theories, concepts and approaches relevant to a particular sector or specialized field;



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- technical ability to identify issues, analyze and participate in the resolution of issues/problems and assist with data collection using various methods.

ECOWAS KEY COMPETENCIES

LEADERSHIP

- ability to execute tasks, contact colleagues and contribute as needed towards decision making to ensure tasks are completed in a timely manner;
- ability to respect the chain of command in an appropriate manner;
- ability to guide own work by setting and monitoring goals with strong personal initiative and commitment to ECOWAS;
- ability to model and advocate for compliance, good work ethics, flexibility and persistence to get the job done coupled with an ability to influence positive teamwork and cooperation;
- ability to work in teams to carry out semi-routine work including assigning work, training, and checking work.

CLIENT SERVICE ORIENTATION

- excellent interpersonal skills to engage with clients in positive exchanges that establish mutual expectations, and understanding and reduce uncertainties and conflicts;
- ability to keep clients informed on matters of relevance to expectations, establishing “bring forward” systems and introducing other procedures/techniques to ensure that service standards are maintained;
- ability to make decisions based on guidelines, procedures and precedents and maintain confidentiality and discretion with clients;
- good judgement and demonstrated ability to be assertive – rather than passive or aggressive when interacting with clients;
- well-developed problem-solving, critical thinking and conflict resolution skills.

MULTICULTURAL SENSITIVITY AND ADVOCACY

- ability to perceive the moods and feelings of others, and to understand the attitudes, interests, needs, and perspectives of others;
- well-developed ability to relate well with people from varied backgrounds, open to understanding diverse cultural differences, especially within West Africa;
- ability to listen attentively to people’s ideas, requests and concerns and to explain to others the need for diversity management in everyday workplace practices;
- ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- ability to factor in diversity when providing services, responding to requests, recognizing and releasing preconceived notions and stereotypical views of certain groups and individuals.

KNOWLEDGE OF ECOWAS

- basic understanding of the ECOWAS organization mandate and its functions;
- ability to explain the functional area assigned to and the contributions it makes to the organization and its mandate;
- knowledge of ECOWAS semi-routine procedures, processes and practices as it relates to assigned responsibilities and information systems;
- ability to apply ECOWAS standards in emailing, reporting, correspondences, etc. and to contribute to implementing associated changes as directed.



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ANALYTICAL AND CRITICAL THINKING

- ability to carefully review and check the accuracy of the information in work reports provided by management, management information systems or other individuals;
- good knowledge of office monitoring indicators of relevance to own work and ability to provide brief reports or updates;
- ability to edit, check, track and review documents prepared by others and reorganize data or information according to instructions using the latest technology;
- efficiently retrieves, inputs, edits, formats, transmits and links electronic file data used for analysis and understands data management operations;
- Ability to condense information and/or produce concise summary notes to help others with decision-making, problem-solving and/or assessment of work.

COMMUNICATION

- demonstrated computer skills to communicate using tools, to write and format documents appropriately for presentation, the web, proposals, reports and other documents;
- ability to proofread, edit and revise documents to ensure they follow standard conventions for punctuation and mechanics and are formatted in accordance to ECOWAS communication standards;
- ability to relay/redirect complete and accurate messages to appropriate persons/departments;
- 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 organize information and materials for others, solving minor problems and checking for completeness and compliance to standards and instructions;
- knowledge of techniques to prioritize tasks in fast fast-paced workplace with frequent interruptions and moving deadlines and adaptability/ flexibility to meet work expectations;
- understanding and adherence to the policies, procedures and guidelines required to support the ECOWAS planning cycle at the individual and organizational levels;
- good initiative with an ability to identify what needs to be done and take action in a proactive manner.