



VACANCIES

VACANCIES OPEN TO INTERNAL CANDIDATES OF ECOWAS INSTITUTIONS AND TO EXTERNAL CANDIDATES RESIDING IN NIGERIA ONLY

The West African Health Organization (WAHO) is the health institution of the Economic Community of West African States (ECOWAS) charged with leadership and coordination of health improvement programs across the ECOWAS region. WAHO is seeking applications from suitably qualified candidates to fill the underlisted vacant positions.

Interested External applicants (based in Nigeria) are advised to visit WAHO's websites <http://www.wahooas.org> to download the full Job Description, they wish to apply for by clicking on the job title. To fill in the standard application form, please click on the "Job Application Form". All applications must be sent electronically to the dedicated email specified for each position.

GENERAL CONDITIONS

Candidates must be ECOWAS citizens.

Candidates must be under 50 years.

Submitted documents shall not be returned.

Only shortlisted candidates will be contacted.

Closing date for Applications for Internal candidates : 5th January 2024.

Closing date for Applications for External candidates : 4th February 2024.

Shortlisting and interview processes shall be based on the ECOWAS Staff Regulations.

Shortlisted candidates will be interviewed.

Offer of employment will be subject to a satisfactory background check.

Each application must include the following:

A Completed Job Application Form ([click here](#))

A Cover Letter of not more than one page on the motivation for the application to the post

A signed up-to-date Curriculum Vitae

A certified copy of Birth Certificate.

DUTY STATION ABUJA - NIGERIA

10. 0119 Office Manager

ROLE OVERVIEW

Under the supervision of the Director, the Office Manager should play a vital role in the smooth running of the Department. From welcoming visitors to reception of calls, fixing appointments, organizing the schedule of his/her superior, drafting of correspondences and filing documents, his or her duties will be critical to the daily activities of the Directorate. In this regard, he/she should be quite accessible and responsive in the face of competing demands from both internal and external parties.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:

- Brevet de Technicien (BT)/OND or equivalent plus additional technical training in administrative and secretarial practices or commercial.
- Bachelor's degree in business administration, secretarial studies, or a relevant field from a university of recognized standing.

Expérience :

- 6 years' of progressively more responsible secretarial and administrative experience in a bilingual work environment of a multicultural public sector and/or international organization.
- Thorough knowledge of office procedures and practices with demonstrated experience applying and interpreting office rules, codes, and regulations (e.g., Document management systems, communication protocols), establishing sound office processes (e.g. Approvals, calendars, travels) and providing administrative support services to management (e.g. Recording minutes, write memos, produce administrative reports).
- Ability to write, read and edit documents in English, French, and/or Portuguese; superior typing/keyboarding skills in all required languages with proficiency in the use of all software programs in the Microsoft Office Suite (e.g., excel, word processing, PowerPoint).
- Excellent team building skills with demonstrated group leadership ability to train, assign and check semi-complex work assignments of subordinates.
- Knowledge of relevant enterprise content management (ECM) filing systems and correspondence-related procedures, guidelines, and processes to preparing and using administrative documents and templates".

11. 0120 Office Aide**ROLE OVERVIEW**

The incumbent who is under the supervision of the HAF, is responsible for managing the administrative functions of the office including maintaining paper and electronic files, providing notes and records of meetings, managing office supply inventories.

ACADEMIC QUALIFICATIONS AND EXPERIENCE**Education**

West African School Certificate or equivalent certificate.

Experience

- 2 years of demonstrated experience as an office aide, office assistant or a relevant role.
- Practical experience with keeping track of daily schedules, completing simple clerical and record keeping tasks.
- Working knowledge of general office operations including semi-routine administrative processes and procedures as it pertains to assigned responsibilities.
- Understanding of standard office processes and procedures of relevance to assigned tasks (e.g. Purpose of different forms; record keeping requirements);
- working knowledge of office equipment such as scanners, printers, photocopiers, etc.
- Ability provides routine information with confidence and understanding.
- understands own role in the team, making every effort to contribute to the achievement of team goals.
- ability to take responsibility for own career and to work with minimal supervision on routine matters.
- Ability to learn and adopt innovative ways of carrying out own tasks independently or as part of a team effort.

12. 0121 Driver**ROLE OVERVIEW**

Working under the supervision of the HAF, the Driver shall be responsible for picking and dropping of guests at the airport, driving the Administration and Finance staff to and from the banks, drive staff, delegates, guests etc. to and from meetings and all official functions, perform official errands such as payment of utility bills, collection and delivery of mail, etc.

Academic Qualifications and Experience

Education: West African School Certificate or equivalent certificate with a formal driver training certificate and a valid driver's license/ certification to operate assigned vehicle.

Experience:

- at least 4 years of work experience as a driver, preferably for an international organization involving a variety of makes and models of vehicles.
- excellent working knowledge of local rules and regulations, and ability to read and interpret documents such as safety rules and operating and maintenance instructions.
- good knowledge of defensive driving practices, chauffeur protocol and courtesies, local roads and conditions, and protocols of relevance to safety and security of passengers during inclement weather, terrorism events, motor accidents, criminal and violent incidents.
- Knowledge of basic vehicle maintenance (e.g. circle check) and ability to assess vehicles for mechanical fitness and minor vehicle repairs.