

WEST AFRICAN HEALTH ORGANISATION (WAHO)

CALL FOR EXPRESSION OF INTEREST

(Individual Consultancy Service)

Reference N°FM/TEND/AMI/2016/011/bk 

To Support Management of the:

West Africa Regional Disease Surveillance Capacity Strengthening (WARDS) Project
Regional Disease Surveillance Systems Enhancement (REDISSE) Project
Sahel Women's Empowerment and Demographic Dividend Regional Project (SWEDD)
Sahel Malaria and Neglected Tropical Diseases Project (SM/NTD)

November 2016

JOB TITLE: ADMINISTRATIVE ASSISTANT

Introduction

The West African Health Organization (WAHO) is the health institution of the Economic Community of West African States (ECOWAS), with a mandate to ensure the attainment of the highest possible standard and protection of health of the people in the ECOWAS region. Communicable and non-communicable diseases are the leading causes of morbidity and mortality in the region. Therefore, disease control and the prevention of epidemics are among the priorities of the 15 countries of ECOWAS and a major focus area of WAHO's activities.

The World Bank has provided grants to ECOWAS for WAHO to implement various health projects including (WARDS, REDISSE, SWEDD and SM/NTD).

Against this background, WAHO seeks to recruit a qualified and experienced Administrative Assistant.

Main Purpose of the Assignment

The Administrative Assistant is responsible for assisting the Projects Management Unit's General Coordinator in daily administrative management of the various World Bank-funded Projects.

Duties and Responsibilities

Under the supervision of the Projects Management Unit's General Coordinator, the Administrative Assistant is responsible for the execution of routine administrative activities such as drafting of correspondence, making travel arrangements for staff and visitors in coordination with the WAHO Travel personnel, management of office supplies, routine office maintenance and utility management. More specifically, the Incumbent shall:

- Prepare correspondences and ensure their dispatch and follow up where necessary ;
- Manage and provide office supplies ;
- Assist in the monitoring of Staff movement ;
- Assist in the Monitoring of Insurance policies ;
- Develop an Excel Spread Sheet to regularly monitor all equipment donated to countries and partners ;
- Develop an equipment maintenance system for office equipment and supplies purchased by the project. ;
- Maintain the database for Service Providers ;
- Make travel arrangements for staff and visitors in collaboration with the WAHO Travel Office ;
- Develop an electronic and manual filing systems to ensure easy filing and retrieval of information and documents ;
- Provide information by answering questions and requests from other staff ;
- Assist project staff in the finalization of all official correspondence and reports ;
- Assist in the preparation of Workshops and meetings ;
- Provide regular updates on key activities especially on the status of equipment, contracts and office supplies ;
- Perform any other duty as may be required by Management.

Qualifications, Experience and Skills:

- A bachelor's degree in Business Administration, Secretariat or equivalent ;
- Minimum of 6 years of professional experience in administration or related functions.
- Computer literate and familiar with Office applications (in particular, Word, Excel, and Power Point) ;
- Supportive and service oriented with commitment and willingness to work in a highly motivated and fast-moving team ;
- Should have good writing and oral skills and be very organised, proactive and discrete ;
- Have good interpersonal skills ;
- Must be fluent in French and one of the other two official languages of ECOWAS (English or Portuguese). A working knowledge of a third language would be an advantage.

Duration, Duty Station and Nature of Appointment

This is a World Bank- funded Consultancy position under WAHO's PMU. The Administrative Assistant will be appointed for one (1) year subject to a three (3) month probationary period. The contract may be renewed based on performance and availability of funds. Attractive consolidated remuneration packages will be paid.

The Administrative Assistant will be based at WAHO Headquarters in Bobo- Dioulasso, Burkina Faso, but will travel across the ECOWAS region as required;

WAHO now invites qualified individuals to indicate their interest in providing the services. They should provide information that they have the required qualifications and relevant experience to perform the services (**Cover letter indicating which of the above positions applied, detailed Curriculum Vitae - including description of past similar assignments, and experience - and copies of supporting documents**).

The desired consultant will be selected in accordance with the procedures for the selection of individual consultants as set out in the World Bank's Guidelines: Selection and Employment of Consultants by the World Bank Borrowers (ed. January 2011, revised in July 2014) available on the World Bank web site <http://www.worldbank.org>

Information, Deadline and Address for Submission of Applications

Further information may be obtained during work hours:

From Monday to Friday 08:00 to 16:00 from the Resource Person at the Address below:

Lalaissa AMOUKOU

Telephone: (226) 20 97 57 75 / 20 97 00 97

Fax: (226) 20 97 57 72

E-mail: lamoukou@wahooas.org

Interested and qualified individual Consultants should express their interest by submitting their application (in person, by mail or email) to the address below:

Dr. Xavier CRESPI

Director General

West African Health Organisation

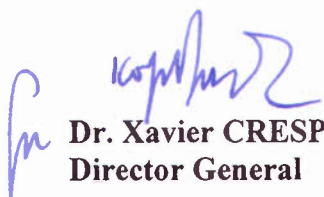
01 BP 153 Bobo-Dioulasso 01

BURKINA FASO

Email: wahooas@wahooas.org; offres@wahooas.org

The right corner of the envelope or the subject of the email must indicate the position applied. The deadline for receipt of applications is **08 December 2016 at 11:00 hours GMT**.

WAHO or the World Bank will not be responsible for any costs or expenses incurred by the individual consultant in connection with the preparation or submission of the EOI.


Dr. Xavier CRESPI
Director General

