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#### WEST AFRICAN HEALTH ORGANISATION

# JOB PROFILE

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| **Job Title:** | **Head, Division of Surveillance and Early Warning** |
| **Grade :** | **P5** |
| **Annual Salary** | **USD 52,273 - USD 59,100** |
| **Status :** | **Permanent** |
| **Reports to :** | **Executive Director of the ECOWAS Regional Centre for Disease Surveillance and Control** |
| **Duty Station :** | **Abuja (Nigeria).** |
| **Reference:** | **ECW/WAHO-CDC/4** |

**Summary**

Under the direct supervision of the Executive Director of the ECOWAS Regional Centre for Disease Surveillance and Control, the incumbent shall work closely with other divisional Directors of the Centre to ensure early detection of threats to public health, assess, design and support the implementation of appropriate intervention strategies to enable the Community and the Member States cushion the effects of these threats.

**Duties and Responsibilities**

The incumbent shall:

* Coordinate divisional activities together with other divisions of the Centre to ensure that:
* Public health-related data and information on countries’ response capacity to support policy and implementation of targeted actions on disease prevention and control in the ECOWAS region are reviewed and made available to decision-makers in the Community.
* There is support for preparedness and response to major health risks particularly in the field of infectious diseases and cross-border events that pose serious threats to public health.
* Coordinate the network of National Coordinating Institutions (NCIs) in the 15 ECOWAS Member States.
* Guarantee the quality of tasks performed by professional officers in her/his Division.
* Ensure in her/his Division compliance with decisions from ECOWAS – RCDC Management and Board of Directors.
* Convene and preside over divisional meetings.
* Supervise and appraise the performance of Professional Officers in her/his division and make recommendations for promotions and confirmations.
* Prevent, reduce and resolve conflicts among staff.
* Address unsatisfactory performance of Professional Officers and support them in their quest for improvement.
* Foster talents and promote interests of each member of the Division.
* Prepare and submit annual work plans including the budget.
* Monitor and evaluate implementation of individual staff work plans.
* Prepare annual report on all activities of the Division for the year ended no later than six months after the end of the financial year and work program for the following year.
* Ensure performance appraisal of Professional Officers in the Division.

**Qualifications/Experience/Skills**

The applicant must have:

* A Bachelor’s degree in Medicine or Medical Sciences with Postgraduate qualifications in Public Health and/or field epidemiology;

* At least 10 years of effective professional experience, including two (2) years at a supervisory level, in management and implementation of complex public health programs involving management of epidemics and health emergencies in West Africa.
* Possession of higher degree would reduce the required professional experience to eight (8) years;

* Good knowledge of and proven experience in the organization of health systems in West Africa;
* Strong ability for strategic analysis, summary and report writing.
* Proven experience in implementation of surveillance and disease control strategies, team work, supervising implementing partners, program administration, ensuring contract compliance and monitoring of financial management;
* Excellent ability in leadership, collaboration with partners, interpersonal relations and advocacy;
* Communication and negotiation skills as well as good knowledge of health policies and work environment in health professionals training in ECOWAS countries;
* Be acquainted with the principles and practice of epidemics and health emergencies management in the ECOWAS region.

**Age**

Candidate must not be over 50 (fifty) years of age at the point of recruitment and must be an ECOWAS citizen.

**Language**

Must be fluent in one of the official languages of the Community; English, French and Portuguese. A working knowledge of another would be an advantage.