



SELECTION OF A DRIVER FOR PROJECT IMPLEMENTATION UNIT (PIU) – ABIDJAN LAGOS PROJECT

NOTICE FOR EXPRESSION OF INTEREST

PROJECT	ABIDJAN-LAGOS CORRIDOR HIGHWAY DEVELOPMENT PROGRAMME
Background	The ECOWAS Commission has received Grants from the African Development Fund (ADF) and the European Development Fund (through the African Investment Facility –AIF) to cover the cost of the study on the Abidjan-Lagos Corridor Highway Development Project, and intends to use part of the Grant amount to finance the <u>service contract of a Project Driver</u> to support the Project Implementation Unit.
Position	Project Driver
Reports to	PIU Coordinator
Contract Duration	One (01) year renewable for the Project Life Cycle based on performance. S/He will be subject to the successful completion of a probation period of Three (3) Months
Purpose of Job	Support the Project Implementation Unit (PIU) to carry out the needed project management services.
Duties and Responsibilities:	<ul style="list-style-type: none"> • Driving PIU/Infrastructure Department Project Management Staff, Consultants, Development Partner Staff and any others as may be assigned on official business, • Ensure Project Vehicle is well secured, maintained, clean and tidy and promptly report vehicle problems to the Administrative Assistant • Undertake all necessary periodic maintenance activities including routine service, road worthy checks, insurance, etc. • Maintaining a Vehicle Log Book which records all movement of the vehicle as per the PIU procedures • Operate the assigned vehicle in a safe manner in order to avoid accidents and damages; • Ensure that the vehicle is parked at the designated time and place;

	<ul style="list-style-type: none"> Undertake dispatch activities for letters, documents, official items, etc. to designated stakeholders; Carry out office related errands on behalf of the Project Office
	<ul style="list-style-type: none"> Assist in the day to day office operations of the Project as may be required <p>In performing the above duties, the driver shall exhibit professionalism, respect and ensure extreme confidentiality in all activities related to this assignment and the project.</p>
Qualifications, and Skills required	<ul style="list-style-type: none"> Holder of at least a Higher National Diploma or its equivalent Holds a valid driver's License issued officially by the Nigerian Vehicle Inspectorate Office (VIO) Possess a minimum of five (5) years driving experience with International Organization or Public Body or; Private renowned Entity
Language	S/he must be fluent in English. A working knowledge of French would be an advantage
Performance Criteria	<p>Performance She / He would be evaluated upon the followings skills:</p> <ul style="list-style-type: none"> Punctuality on the job Quality of vehicle log books maintained Effective maintenance of the vehicles Willingness to assist in other support activities
Mode of Application	<p>Interested Applicants should send expressions of interest electronically to the emails below not later than 02 December 2019 at 4:00 p.m. Nigeria Time and must be clearly marked: "Selection of a Driver for PIU – Abidjan-Lagos Project".</p> <p>The Expression of Interest (CV's + Scanned Copies of all certificates) shall be submitted in English to email indicated below:</p> <p><u>sbangoura@ecowas.int</u> with copy to: <u>procurement@ecowas.int</u> ; <u>cappiah@ecowas.int</u>; <u>deklu@ecowas.int</u>; <u>ing.mohamed.selmene@gmail.com</u> ; <u>ikkamara@ecowas.int</u></p> <p>Interested applicants can also obtain further information at the e-mail addresses during working hours: 8:00 a.m. to 12:00 noon (local time) on working days:</p>

Director, General Administration



SELECTION OF OFFICE ASSISTANT FOR THE PROJECT IMPLEMENTATION UNIT (PIU) –
ABIDJAN-LAGOS PROJECT

NOTICE FOR EXPRESSION OF INTEREST

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Background	The ECOWAS Commission has received Grants from the African Development Fund (ADF) and the European Development Fund (through the African Investment Facility –AfIF) to cover the cost of the study on the Abidjan-Lagos Corridor Highway Development Project, and intends to use part of the Grant amount to finance the <u>service contract of a Project Assistant</u> to support the Project Implementation Unit.
Position	Project Office Assistant
Reports to	PIU Bilingual Administrative Assistant
Contract Duration	One (01) year renewable for the Project Life Cycle based on performance S/He will be subject to the successful completion of a probation period of Three (3) Months
Purpose of job	Support the administration of the Project Implementation Unit (PIU) Offices to carry out the needed project management services.
Duties and Responsibilities	The Project Office Assistant will support the PIU Administrative Assistant in: <ul style="list-style-type: none"> • Performing general office administrative duties • Carrying out receptionist duties, greet and welcome visitors and refer them to appropriate staff members or take messages in their absence; • Coordinating messenger service, copying, scanning, filing, handling of documentation, running errands; • Ensuring effective and timely pickup and delivery of documents, mails and other materials to their designated destinations; • Record incoming mails; • Distribute incoming mails and dispatch outgoing mails

	<p>including bulk mails;</p> <ul style="list-style-type: none"> • Maintain all offices clean and free from clutter; • Make sure the office front desk is clean and create a good impression; • Any other duties as may be assigned from time to time by the superiors. <p>S/he shall exhibit professionalism, diligence and confidentiality in all activities involving the delivery of his or her duties.</p>
Qualifications, Knowledge and Skills required	<ul style="list-style-type: none"> • Shall possess a High National Diploma (HND) or a Bachelor's degree in Social Sciences, General Sciences, Business Administration or any in relevant discipline. • Shall justify at least one (1) working year of experience in a similar position with Projects or International Organization or Public Body or; Private renowned Entity; • Excellent Computer and Communication skills (Receiving & dispatching mails and receiving calls), including office software packages (MS Word, Excel & Power Point) • Good organization skills • Ability to perform multitasks
Language	S/he must be fluent in English. A working knowledge of French would be an advantage.
Performance Criteria	<p>She / He would be evaluated upon the followings skills:</p> <ul style="list-style-type: none"> • Punctuality on the job • Quality of letters register books and documents maintained • Quality of collaboration with PIU Members • Willingness to assist in other support activities
Mode of Application	<p>Interested Applicants should send expressions of interest electronically to the emails below not later than 02 December 2019 at 4:00 p.m. Nigeria Time and must be clearly marked: "Selection of Office Assistant for PIU – Abidjan-Lagos Project".</p> <p>The Expression of Interest (CV's + Scanned Copies of all certificates) shall be submitted in English to email indicated below:</p> <p>sbangoura@ecowas.int with copy to: procurement@ecowas.int ; cappiah@ecowas.int; deklu@ecowas.int; ing.mohamed.selmene@gmail.com ; ikkamara@ecowas.int</p> <p>Interested applicants can also obtain further information at the e-mail addresses during working hours: 8:00 a.m. to 12:00 noon (local time) on working days:</p>

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