|  |  |  |
| --- | --- | --- |
| **JOB DESCRIPTION** | |  |
| **JOB TITLE** | Programme Assistant | |
| **INSTITUTION** | ECOWAS Commission | |
| **PROJECT NAME** | West Africa Unique Identification for Regional Integration and Inclusion (WURI) | |
| **GRADE** | G5 | |
| **ANNUAL SALARY** | UA32,978; USD 45,300 | |
| **DEPARTMENT** | Trade Customs and Free Movement | |
| **DIRECTORATE** | Free Movement | |
| **LINE SUPERVISOR** | Project Manager, WURI | |
| **SUPERVISING** | N/A | |
| **DUTY POST** | Abuja, Nigeria | |
| **TERM DURATION** | One year renewable until July 2024. Contract expected to commence September 2021 | |
| **Applications should be sent to:**  The Directorate of Free Movement of the Department of Trade, Customs and Free Movement focuses on the facilitation of free mobility of ECOWAS citizens within the sub-region, the proper implementation and respect of the Protocol of Free Movement, Right of Residence and Establishment, the coordination and active implementation of legal and policy instrument related to migration and fostering cross-border cooperation in the region. Additionally, the Directorate has been entrusted to strengthen collaboration and regional engagements for the implementation of a digital identification programme aiming to boost access to services.  **ROLE OVERVIEW**  Under the overall supervision of the Director Free Movement who is also the Project Coordinator of WURI and direct supervision of the Project Manager WURI, the incumbent will ensure the execution of the day-to-day technical functions and provision of operational support to the WURI project. The overall objective of the project is to increase the number of persons in participating countries who have government-recognized proof of unique identity that facilitates their access to services. The specific objective of the regional intervention component of the project is to enhance and foster inter-agency collaboration and strengthen regional engagements with the aim of facilitating regional dialogues on mutual recognition of foundational ID systems across the region.  **ROLE AND RESPONSIBILITIES**   * Assist in planning, preparing, organising and implementing all aspects of the project activities; * Assist in timely reporting on project activities according to ECOWAS and World Bank formats as required; * Contribute to and/or prepare progress updates on project activities, including the drafting of briefs, minutes of meetings, background documents for meetings, speeches, letters and other relevant documents as needed; * Research, compile and present information on developments on new trends on digital identification and contribute to monitoring, reporting and evaluating Member States status of programme implementation; * Assist in proper documentation of project documents and filing; * Ensure timely replenishment of office supplies and availability of needed services for efficient project operations; * Contribute to the revision of the project indicators and work plan, as needed, and in connection with project reviews; * Track project expenditure, serve as focal point for administrative and logistical coordination of project implementation activities, involving extensive liaison with other ECOWAS units and World Bank where necessary; * Assist in the monitoring and evaluation of project activities; draft programme and project status reports, identifying shortfalls in delivery and suggesting remedial actions; * Respond to complex information requests and enquiries related to programme/project activities; * Support liaison with Member States and relevant project stakeholders for the effective implementation of the activities of the project; * Support visibility and communication activities related to the project; * Organise and participate in internal coordination meetings and actively participate in the planning, preparation and logistics of seminars, conferences, workshops, meetings, presentations and missions. Ensure that all meetings have necessary facilities and refreshments in place; * Actively participate in planning and organising virtual and regular meetings; * Prepare meeting folders to include background documents and briefing materials and assist with editing and publishing of multimedia content; * Ensure adherence to operational and administrative guidelines and overall quality of outputs requiring the Project Coordinator’s approval or signature; * Provide back-up support for the Project Manager and other project team members as needed; * Liaise and follow up on correspondence with other directorates of the Commission and the World Bank; * Assist in processing supporting documents for settlement of claims; * Research, prepare, edit, proof-read, publish and maintain high-quality content on the project website; * Support and contribute ideas to the development and optimisation of the website; * Develop and maintain all work-related contacts, planners and various distribution lists up to date; * Identify needs and possibilities and support the development of new projects; * Undertake duty travel when necessary; * Perform any other task assigned.   **ACADEMIC QUALIFICATIONS AND EXPERIENCE**  **Education**   * OND/Bachelor’s degree in Social Science or equivalent in a field relevant to specialized or focus area from a recognized University.   **Experience**   * Six (6) years’ experience in project administration and implementation, technical cooperation, preferably in the field of digital identification or related area is required; * Possess strong planning, coordination and logistics skills related to implementation of complex activities, with the ability to independently carry out tasks proactively, to multi-task and to prioritize when necessary; * Possess the ability to work effectively with government counterparts and financial partners; * Knowledge of social and development issues in the ECOWAS region, particularly related to digital identification and e-government; * Knowledge and ability to identify the required resources for delivering programme/projects activities.   **KEY COMPETENCIES**   * Take initiatives to resolve problems, participate actively in discussions and use good judgement in engaging with stakeholders and team members; * Possess excellent multitasking skills with a good understanding of client service responsibilities and role in representing ECOWAS values in all interactions; * Possess the ability to keep up-to-date with project activities, schedules and goals of pertinence to own work team and functional area; * Knowledge of ECOWAS programmes and World Bank operational regulations relevant to assigned work and the ability to apply sound judgment in their application; * Ability to use current technology to communicate effectively e.g. office software programs, including spreadsheets, word processing and graphic presentation software; type and format presentations, reports, manuals, newsletters and website content; * Detailed and possess the ability to monitor progress, consider new goals in the context of assigned responsibilities; and follow through with commitments made. * Fluency in oral and written expressions in English language and the ability to articulate complex messages and ideas in a clear, concise, creative and lively manner. Fluency in French is desirable. | | |