

TERMS OF REFERENCE FOR THE ECOWAS NATIONAL VOLUNTEER POST OF ANAESTHETIC NURSE

I. Position Information

Job Title: Anaesthetic Nurse

Duty Station: Republic of Sierra Leone

Category: ECOWAS National Volunteer (with Supervisory duties)

Type of Contract: ECOWAS Volunteers Programme. Non-Family Position

Expected start date: 1st February 2022

Duration: One (01) year, with possibility for renewal (depending on budget availability and satisfactory performance)

Deadline for Application: 1st December 2021

II. Preamble

The ECOWAS Youth and Sports Development Centre (EYSDC), was created by the Decision A/DEC.13/01/05 of 19th January 2005 at Accra, Ghana as a specialized Agency of the Economic Community of West African States (ECOWAS).

At the 32nd session of the ECOWAS Summit held in June 2007, the Heads of States and Government adopted a new approach to regional integration by approving a new global vision called the ECOWAS Vision 2020. The principal objective of this vision is to move the Community from an «ECOWAS of States» to an «ECOWAS of Peoples» by the year 2020.

Consequently, the EYSDC implements her policies, activities and strategic action plans, as well as the ECOWAS vision in the areas of youth and sports, including the ECOWAS Volunteers Programme. The EYSDC's objective is to initiate, develop, coordinate and implement youth and sports programmes within the Community. To this end, it works to:

- mobilise the different segments of the population to ensure their integration and effective participation in the social development of the region, as well as the promotion of youth organisations and professional associations to ensure maximum participation in the activities of the Community;
- provide a permanent institutional framework within ECOWAS through which issues related to Youth and Sports activities in the sub-region can be developed and promoted.

III. Organizational Framework of the Centre

The Youth and Sports Development Centre (EYSDC) is one of the Directorates under the Social Affairs and Gender Department of the ECOWAS Commission. It is based in Ouagadougou (Burkina Faso) under the headquarters agreement signed between the Burkina Faso authorities and the ECOWAS Commission.

Decision N° A/DEC 13/01/2005 of 19th January 2005 had adopted the organizational structure comprising of four Divisions (Youth, Sports, Administration and Finance, and TIC). However, since 2008, the Centre has undergone some structural modifications following the transfer of the ECOWAS Volunteers Programme (EVP) from the Political Affairs, Peace and Security Department of the Commission (CPAPS) to the EYSDC, under the Social Affairs and Gender Department.

The EVP is centralized in organisation, but decentralized in its application to allow for flexibility and adaptation to the current realities of each country. The strategic directions, including the formulation of the overall vision, goals and objectives of the Programme, is the responsibility of the Regional Coordination Council (RCC), whose role, among others, is to ensure that the EVP becomes a genuine voluntary arm of ECOWAS.

Being a cross-cutting programme, the ECOWAS Volunteers Regional Coordination Council (RCC) includes representatives of relevant departments of the ECOWAS Commission. The RCC is chaired by the Commissioner for Social Affairs and Gender of the ECOWAS Commission. She is assisted by the Director of the ECOWAS Youth and Sports Development Centre (EYSDC), as Alternate Chairman of the RCC.

The executive arm of the RCC is the Regional Office, provided by the EYSDC in Ouagadougou (Burkina Faso). The programme's regional coordination activities are coordinated by a Regional Coordinator under the supervision of the EYSDC Director. Although the EVP is under the Youth Division of the EYSDC, it is directly supervised by the EYSDC Director for effectiveness.

At the National level, the National Coordination Council (NCC) serves as the national body through which national policy guidelines for the Programme are given. This Council works towards the understanding and entrenchment of the Volunteer Programme in the national environment. It also serves as advisor to the country office, which is responsible for the coordination of the Programme at national level. The NCC is chaired by the Head of the ECOWAS National Office in the country. It is made up of Focal Points/Representatives of the various ministries, Civil Society Organisations, United Nations Agencies and local youth associations involved in the implementation of the Programme at the National level.



IV. Duties and Responsibilities

The ECOWAS Volunteer Anaesthetic Nurse will work in the Internal Medicines Department/Unit of the Ministry of Health and Sanitation of Sierra Leone.

He/She will assist the anaesthetist in the administration of anesthetics during surgery.

The anaesthetic nurse shall work under the direct supervision of the anaesthetist and the Ward matron, and shall undertake the following duties and responsibilities:

- preparation of equipment;
- monitoring of the patient's condition;
- administering of anaesthesia during medical procedures and monitoring patients during recovery;
- determining the amount and type of anaesthesia needed – general, local or regional;
- determining the method for administering anaesthesia, including injections, inhalants, and oral medication;
- conducting patient assessments;
- educating patients about their surgery and recovery;
- overseeing the patient's safety as they recover from anaesthesia;
- working with other medical staff to develop pain management plans.

The job is mostly a hospital-based role with minor office work. There is also a frequent requirement to make an early start or late finish as well as work on weekends.

The incumbent may also be required to attend workshops, seminars, meetings, conferences, etc and perform any other duty assigned by the Anaesthetist.

Required Qualifications and Experience:

- Candidates must possess a Bachelor's Degree in Nursing (B.Sc Nursing) Anaesthesiology with at least 4 Years relevant working experience
- Must be a Licensed Nurse (SECHN) or a registered Nurse (SRN).

Additional skills must include:

- Ability to work within a multidisciplinary team
- Good oral and written communication skills
- Interpersonal skills
- People management skills
- Analytical skills
- Leadership skills
- Detail orientation
- Good computer skills and the ability to analyze numerical and graphical data
- Ability to work with little supervision
- Being proactive and enterprising (taking initiative)

Knowledge of volunteerism will be an asset.



Language Requirements:

- Perfect command of the English language (written and oral) is mandatory.
- Knowledge of any other official language of ECOWAS (French or Portuguese) will be considered an asset / advantage

Composition of Application:

Applications must include:

- A signed letter of application/motivation addressed to the Director, EYSDC, Ouagadougou, Burkina Faso;
- A detailed Curriculum Vitae highlighting specific skills and experiences of the candidate;
- Certified copies of certificates, diplomas and work certificates;

Submission of Applications:

Applications MUST be submitted by email to the address: evp.recruitment2021.SL4@ecowasvolunteers.com and MUST bear the title: ***Application for the Post of Anaesthetic Nurse*** on the subject line.

V. Conditions of Service

An initial contract for 12 months will be offered to the successful candidate with a Monthly Living Allowance of 683.13 USD or its equivalent in local currency.

At the beginning of the assignment, and only where applicable, a settling-in grant will be paid, and a resettlement grant will be provided at the end of the assignment.

A life and health insurance cover for the incumbent of the position will be provided.

Other conditions of service as stipulated in the EVP Management and Administration Manual and Handbook of Conditions of Service shall apply.

VI. Other Conditions

The position is open to **ONLY nationals of the Republic of Sierra Leone**, aged not more than 35 years by the date of recruitment.

This position is considered a non-family ECOWAS National Volunteer position, with supervisory duties.

ECOWAS is committed to promoting gender equality and equity. To this end, female candidates are strongly encouraged.

Only shortlisted candidates will be contacted. ECOWAS reserves the right to terminate the process without notice.