



WEST AFRICAN HEALTH ORGANISATION (WAHO)

CALL FOR EXPRESSION OF INTEREST

Reference No FM/TEND/AMI//2019/03/bk

RECRUITMENT OF A SENIOR SPECIAL ADVISER (SSA)

With financial support from the Bill & Melinda Gates Foundation (BMGF), the West African Health Organisation (WAHO) is seeking to recruit a **Senior Special Adviser (SSA)**, for a fixed-term contract of 3 years. The position of the SSA is to mitigate the impact of the abolition of the statutory position of Deputy Director General on WAHO's operations.

The overarching objective of the SSA is to provide advisory and managerial support to the Director General (DG). The SSA should be a dynamic and experienced leader in order to ensure effective operationalization of WAHO's institutional strategies. In addition, he/she shall assume the role of key contact point for the Director General's internal and external relations. The duty of the SSA requires high level of public relations due to the political sensitivity of the Office of the DG.

Duration

The position is a 3-year fixed-term post funded by Bill & Melinda Gates Foundation (BMGF).

Profile

Specifically, under the direction of the Director General, the SSA will be tasked with the following delegated duties:

- Assist the Director General in preparing long-term strategies for attainment of WAHO's goals;
- Ensure effective administrative strategies are implemented in a timely manner within ECOWAS regulations;
- Develop and maintain knowledge of all partners, both current and potential, and oversee strategic communications of various organizational projects;
- Support the DG to enforce compliance with institutional directives;
- Collaborate with national and international partners to achieve the objectives of the community, ECOWAS Commission, WAHO, and the DG regarding the health of the population;
- Collaborate with WAHO directors to adequately represent WAHO's interests within the organization, as well as at the national and international levels;
- Deputize for the DG and delegate within a delineated scope in the absence of the DG;
- Oversee all communication for WAHO in coordination with the directives of the DG;
- Monitor all staff activities according to existing policies, evaluate staff programs and support performance management in order to maintain competency in all organizational policies;
- Develop and maintain knowledge of the EcoLink system within WAHO, and ensure timely response by staff to sensitive requests;
- Provide guidance and coaching to other members of staff within the directorate when required;
- Perform any other relevant tasks as may be assigned by the Director General.

Content of the EOI

The West African Health Organisation (WAHO) invites qualified candidates to express their interest in providing the aforementioned services.

Interested candidates must provide information indicating that they are qualified to perform the services described above. Their expression of interest will include:

- a letter of expression of interest stating the post advertised;
- a detailed, dated and signed Curriculum Vitae, highlighting qualifications and experience related to the advertised post, including references.

Selection Method

The SSA will be selected based on pertinent ECOWAS rules and in accordance with the agreement between WAHO and BMGF, who is providing financial support for the procurement.

Information, Date and Venue for Submission of Applications

Interested candidates may access the TORs on WAHO website at: w3.wahooas.org

They may also get additional information on reference materials from the address stated below and on the following working days and office hours: Monday to Friday between 8 am and 4 pm Burkina Faso time.

The expression of interest with the reference “**Recruitment of a Senior Special Adviser (SSA)**” in subject shall be submitted to WAHO via post or email at the address below **no later than 11.00 a.m. (GMT) on Thursday 29 March 2019.**

Address:

The Director General

West African Health Organisation

01 BP 153 Bobo-Dioulasso 01

Avenue Ouezzin COULIBALY

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

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



Prof. Stanley OKOLO
Director General

