



JOB DESCRIPTION

JOB CODE:

REVIEW DATE:

Job Title	PO Research applications - Academic Institutions
Institution	West African Health Organisation
Grade	P3 – P4
Agency	West African Health Organization
Directorate	Public Health and Research
Division	Research & Grants
Line Supervisor	PPO Research & Grants
Supervising	- -

Role Overview

Under the supervision of the Principal Programme Officer Research and Grants, the incumbent shall be responsible for research and academics institutions, development and implementation of regional research programs in the region, development and the implementation of regional research capacities strengthening and the dissemination, synthesizing and translation of the research results into policy and practices.

Role and Responsibilities

The incumbent shall:

- Assess the research needs, research develop process, research dissemination and the research environment within the research and academics institutions.
- Advocate for collaborative research program with the research and academics institutions, develop the regional research program in collaboration with research and academics institutions, building research capacities and skills programs, constituencies and identifying resources, setting research priorities in the WAHO thematic priorities area, developing plans and policies to address research priority needs and building inter-sectoral action to support research objectives with research and academics institutions.
- Assemble research evidence, develop and implement a knowledge transfer platform for translating evidence into policy and practices.
- Provide regional leadership on research interventions.
- Evaluate research programs and providing quality assurance.

Academic Qualifications and Experience:

Education:

Bachelor's degree in Public Health or Pharmacy or Epidemiology from a recognized university;

Experience:

- 5 to 7 years of progressive responsible experience in the implementation of public health programs involving test and research laboratories, Non epidemic diseases, neglected tropical disease
- knowledge of health policies and related laboratory work environment in the ECOWAS member State
- ability to coordinate a range of diverse actors and activities to achieve a common objective in the area of public health
- proficiency in working with standard office IT applications in research area;



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ECOWAS Key Competencies

P4-02-01

LEADERSHIP

ability to get groups to work together cooperatively, by enlisting active involvement, creating a climate for respect and openness, and applying effective techniques for group facilitation, explore their potentials, motivate and guide them;

organize and lead cross-divisional work group in developing creative solutions to address problems and or lead a small group of entry level professionals and administrative support staff;

ability to respect chain of command in an appropriate manner;

develop on—the-job training techniques paired with excellent coaching and mentoring skills; knowledge of new staff orientation approaches to facilitate understanding of the position and organization;

ability to assign work to direct reports and provide timely and consistent feedback regarding technical proficiency and effectiveness;

ability to represent the organization effectively before external parties.

P4-03-01

CLIENT SERVICE ORIENTATION

- ability to consider the impact of a shift in programmatic direction to the needs of internal and external stakeholders;
- ability to promote and consider staff feedback to streamline processes in order to meet deadlines of relevance to client expectations;
- ability to consistently maintain composure and direction in high- pressure situations;
- develop problem solving, mediation and conflict resolution skills to address discrepancies, complaints, bottle necks, time constraints affecting quality and quantity of client services;
- ability to anticipate growing client needs and expectations to continuously improve quality, timelines, service delivery and addressing client questions in a timely manner;
- ability to communicate openly with clients, keeping them informed of progress and issues requiring attention/resolutions.

P4-04-01

MULTICULTURAL SENSITIVITY AND ADVOCACY

ability to implement programmatic changes in a manner that ensures a biased-free work environment, fair and equitable application to new rules/regulations;

experience and ability to adhere to policies, goals, objectives, and principles of valuing diversity in performing everyday duties and responsibilities; promoting/modeling behaviors that demonstrate tolerance and understanding of various cultures;

ability to remain objective in managing conflict regardless of cultural differences /positions, gender differences, and encourage other staff to overcome cultural and gender bias and differences;



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ability to build value from leveraging diverse capabilities and inputs from various cultures, staff and clients;

ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;

ability to create a diverse and inclusive interactive environment that benefits from diverse strengths bringing together innovative practices;

ability to seek out best practices to make organizational decisions of relevance to diversity management, ensuring that project and program activities identify vulnerable areas and contain systemic checks.

P4-05-01

KNOWLEDGE OF ECOWAS

- knowledge of ECOWAS institutions and how the different organs relate to each other, particularly as it relates to own work sector/programs;
- knowledge of approaches to policy and program development of an international organization as well as project management ;
- knowledge of the rules, processes and procedures of an international organization, of pertinence to tasks related to own position;
- knowledge of member states development trends, indicators, challenges and opportunities as it relates to project/programme assigned to own position.

P4-06-01

ANALYTICAL AND CRITICAL THINKING

- creativity and flexibility to deviate from traditional methods in developing new procedures, processes and tools, using technology to simplify methods and approaches whenever possible;
- ability to reevaluate current procedures and suggest improvements to ensure an effective, streamlined process;
- ability to gather and summarize information to predict stakeholder views on a new policy/programmes; and excellent analytical skills to assess external policies and trends when reviewing policy/programme options, pros, cons and recommendations;
- ability to synthesize complex information gathered from a variety of external and internal sources and disseminate it to others in a logical manner;
- ability to apply appropriate methodology to discover or identify policy issues and resource concerns.

P4-07-01

COMMUNICATION

- ability to evaluate, incorporate, and communicate the latest developments in specialty area using institution/agency guidelines and criteria;
- develop interpersonal, negotiation, networking and presentation skills with proven abilities to influence, explain complex information and demonstrate empathy and open-mindedness;
- ability to demonstrate operational proficiency in the use of computer in communicating using technology tools;



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- ability to convey information clearly and concisely in a succinct and organized manner through both written and verbal expressions;
- exhibit active listening skills to encourage stronger communication amongst team members, to show care and make them feel valued and to drive employee engagement in all institutions and agencies;
- proficiency in information communication technologies(ICT);
- Fluency in oral and written expressions in one of the ECOWAS official languages (English, French & Portuguese). Knowledge of an additional one will be an added advantage.

P4-08-01

PLANNING AND IMPLEMENTATION

- knowledge of internal planning cycles and ability to contribute to the development and to implement Community-wide or institution policy by determining target audience, building coalitions with the appropriate population, and monitor progress;
- ability to consider external circumstances, factors and trends when organizing project activities to ensure the best outcomes;
- ability to review process outcomes, correspondence, reports, and policy documents to develop achievable plans;
- ability to conduct meetings with staff, stakeholders, colleagues and others to ascertain organizational program and/or project needs, making adjustments to plans and activities accordingly;

Eligibility

- Must be a citizen of an ECOWAS Member State.
- Must not be more than 50 years of age at the time of recruitment. This does not apply to internal candidates.

Prepared by HR Officer:		
Name:		
Validated by Director, Administration and Finance:	Signature:	Date :
Name:		
Approved by Line Director:	Signature:	Date :
Name:		
Job Holder:	Signature:	Date :
Name: <i>Ray Kelly HCG</i>	<i>[Signature]</i>	<i>5/2/2020</i>