



JOB DESCRIPTION

JOB CODE:0103

DATE:

JOB TITLE	Programme Officer Planning
INSTITUTION	West African Health Organisation
DUTY STATION	Bobo-Dioulasso, Burkina Faso
GRADE:	P3/P4
ANNUAL SALARY	US\$ 37,431.66/52,379.70
DEPARTMENT:	Planning And Health Information
DIVISION	Planning And Resource Utilization
LINE SUPERVISOR	Principal Programme Officer, Planning and Resource Utilization
SUPERVISING	

ROLE OVERVIEW:

Under the supervision of the Principal Programme Officer Planning and Resource Utilization, the incumbent shall develop strategic, short, medium, and long-term organisational programmes with milestones and results framework. She/he shall also provide technical assistance to other programme staff in the planning of their thematic programmes and projects.

ROLE AND RESPONSIBILITIES

- Provide technical support to the development of the Organisation's Strategic Plan.
- Develop the Organisation's Strategic, Thematic Plan framework.
- Coordinate with programme staff across the institution on the development of their thematic Plans.
- Coordinate with Programme staff in the implementation of the Organisation's plan.
- Ensure that the implementation of the Organisation's Strategic Plan, Projects and Programmes are executed according to plan.
- Prepare periodic activity reports on the implementation of departmental plans and their impact on the Strategic Plan.
- Work with Member State planners to gather information on the needs of their national health programmes.
- Perform any other duties as may be assigned by the supervisor.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:

Degree in Planning or Health Economics, Statistics, Health Informatics, Health Administration or a related field from a recognized University.

Experience:

- Five (5) years of progressive experience in the field of public health, epidemiology, or similar position.
- Demonstrated knowledge of public health portfolio, major health challenges and health situational trends in West Africa.
- Ability to manage database and conduct statistical and epidemiological analysis of health data.
- Proven experience in health information systems management and database development.
- Leading communication activities and ensure effective and timely dissemination of information.
- Knowledge the principles and practice of public health management in the ECOWAS region, and proven ability to conduct Research Development or research with the third sector in West Africa



JOB DESCRIPTION

JOB CODE:0103

DATE:

ECOWAS KEY COMPETENCIES

LEADERSHIP

- ability to persuade/influence others to consider a certain point of view, adopt a new idea or implement new methods and practices;
- ability to lead a team of trainees/junior staff and instill a spirit of teamwork to engage employees and achieve a well-defined set of activities;
- ability to respect the chain of command in an appropriate manner;
- ability to resolve challenges that occur with minimal direction and/or to recommend and explain solutions or alternatives for approval;
- ability to utilize the Code of Ethics to manage self, others, information and resources;
- ability to mentor others and create feedback loops with supervisors, colleagues, and subordinates to build strong working relationships and improve performance.
- contribute to maintaining the organizational unit's performance goals and standards.

CLIENT SERVICE ORIENTATION

- interpersonal skills with the ability to keep a client informed of progress or setbacks in projects of relevance to the timeline, quality, and quantity;
- ability to proactively interact with clients and build strong trusting relationships based on mutual respect and regular discussions;
- ability to establish and sustain professional credibility with clients/stakeholders in a manner that anticipates their needs, mitigates issues and carefully balances professional obligations with the need to be sensitive and responsive to their needs;
- ability to counsel, advise, consult, and guide others on matters pertaining to assigned client service responsibilities and established client service standards.

MULTICULTURAL SENSITIVITY AND ADVOCACY

- demonstrate respect for cultural differences, fairness and ability to relate well with people from varied backgrounds, nationality, gender, ethnicity, race and religion;
- understanding of diverse cultural views especially within West Africa, with sensitivity to group differences; ability to challenge bias and to practice tolerance and empathy;
- ability to listen actively, consider people's concerns and apply judgement, tact, and diplomacy;
- ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths;
- ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- ability to encourage, empower, and advocate for people in an unbiased and transparent manner.

KNOWLEDGE OF ECOWAS

- knowledge of ECOWAS institutions, sectors, programmes and policies;
- knowledge of ECOWAS internal operational requirements of programs, projects, services and systems required to achieve work assignments and meet performance goals;
- knowledge of rules and procedures of ECOWAS associated assigned responsibilities and ability to explain these clearly to others;
- knowledge of the ECOWAS culture, structures and performance issues and priorities impacting assigned responsibilities;



JOB DESCRIPTION

JOB CODE:0103

DATE:

- knowledge of member states development trends, indicators, challenges and opportunities as it relates to the project/programme assigned to own position.

ANALYTICAL AND CRITICAL THINKING

- ability to study data/information from a variety of sources, identify anomalies, trends and issues, present findings, and make recommendations;
- ability to break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance, and performance targets;
- knowledge of and ability to apply techniques to generate creative ideas and new approaches to meeting goals;
- ability to use evidence and research to inform policies and programs and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees
- demonstrate operational computer proficiency using appropriate tools;
- ability to make sound use of graphics and tables to effectively present numerical data to write semi-complex technical reports/proposals and edit/check templates, letters, etc.
- ability to convey information clearly and concisely in a succinct and organized manner through both writing and verbal means, ;
- exhibit interpersonal skills, make presentations, express opinions and debate ideas with others in a constructive manner;
- proficiency in information communication technologies(ICT);
- Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.

PLANNING AND IMPLEMENTATION

- ability to develop, implement an individual action plan for achieving specific work goals;
- identify ,organize and monitor tasks throughout to facilitate execution;
- ability to contribute and/or lead on projects as per accepted project management standards and techniques, to co-ordinate contributions by others to set and meet deadlines;
- ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators and risks;
- ability to identify, collect and assess indicators to monitor performance and to take proactive remedial action as required.