



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO
 ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT
 BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT (EBID), based in Lomé, Togolese Republic, is seeking to recruit qualified persons, who are citizens of the Community, to fill the following position of interpretation equipment technician :

1	<p>INTERPRETATION EQUIPMENT TECHNICIAN</p> <p>(Grade NM5-1)</p>	<p>Main duties</p> <p>Reporting to the Boards Secretariat and Protocol Division of the Department of Conference, the successful candidate will be responsible for the technical, logistical and administrative aspects of the organisation, installation and management of the interpretation facilities for all the conference and meeting rooms of the Bank. Specifically, he/she will be responsible for:</p> <ul style="list-style-type: none"> ▪ Ensuring the efficient technical planning, preparation, organisation and coverage of statutory and non-statutory events organised by the Bank; ▪ Providing technical coverage of conferences and meetings in accordance with the Bank's established conference and meeting management standards; ▪ Identifying and preparing rooms for high level conferences and meetings organised by the Bank and ensuring the daily availability of technical and multimedia services (PowerPoint presentation and audio and video conferencing) as well as interpretation services; ▪ Undertaking preventive and corrective maintenance of technical, simultaneous interpretation and audio-visual facilities in conference rooms, sound and recording equipment; ▪ Ensuring proper record keeping and archiving of all Board deliberations and other events; ▪ Keeping the inventory and management of the Bank's conference and audio-visual facilities up to date; ▪ Helping to define technical specifications for additional conference and meeting facilities and coordinating installations in accordance with the Bank's needs; ▪ Managing the stock of spare equipment and carrying out first class maintenance of conference and meeting facilities; ▪ Managing the day-to-day technical activities, ▪ Performing any other tasks requested by the line manager. 	<p>Qualifications</p> <ul style="list-style-type: none"> ▪ A degree in Electrical Engineering, Electronics, Computer Science, Communication Technology, Professional Audio/Video Equipment or any other technical degree in a related field; ▪ A minimum of three (3) years' experience in the field of technology, project management planning, procurement and maintenance of technical equipment; ▪ Sound knowledge of technology, particularly in the field of conference and meeting facilities; ▪ Familiarity with the procurement of goods and services, as well as with computer analysis and user support procedures; ▪ Ability to read and interpret operating procedures, instructions, guidelines, notes and any technical documents; ▪ Strong analytical skills, high sensitivity to issues related to information security and protection; ▪ A keen sense of rigour, organisation, availability and human relations; ▪ Demonstrate responsiveness and efficiency in an emergency or stressful situations; ▪ Ability to work in a dynamic multicultural institution and to take cultural differences into account; ▪ Ability to communicate effectively (written and oral) in English or French, preferably with a good working knowledge of the other language; ▪ Ability to use standard Microsoft Office applications (Word, Excel, Access and PowerPoint)
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Application must include:

- detailed curriculum vitae;
- a cover letter;
- certified copies of certificates.

Interested candidates should submit by email, their applications to **recrutbidc@bidc-ebid.org**, no later than **November 30th, 2022**.

N.B.: Only shortlisted candidates will be invited for interview. EBID reserves the right to withdraw the notified vacancies or offer position at a lower grade.