

# VACANCY ANNOUNCEMENT

The Economic Community of West African States (ECOWAS) in collaboration with the UNDP Regional Bureau for Africa and other partners, working within the framework of its new Regional Small Arms Control Programme (ECOSAP) invites applications from suitably qualified candidates of African origin for the following positions.

## **A PROGRAMME MANAGER: ECW/015/2005. P5**

### **Job Profile**

This position works under the direct supervision of the ECOWAS Director of Defense and Security while receiving strategic guidance from the Programme Steering Committee. He/she will be responsible for the effective coordination and implementation of the ECOSAP in the ECOWAS sub-region. He/she will report directly to the ECOWAS Executive Secretariat on the progress and performance of the programme.

### **Key Responsibilities**

- Coordinate and manage the overall delivery of ECOSAP in an effective, transparent and efficient manner, through collaboration with the ECOWAS Executive Secretariat, National Commissions, Civil Society Organizations, UNDP country offices in the sub-region and other partners.
- Appraise the socio-economic impact of small arms in the ECOWAS sub-region in order to define initial recommendations for a well-coordinated ECOWAS/UNDP/ international response in the region.
- Develop guidelines and procedures for the implementation of ECOSAP in an effective and result-oriented manner and provide timely periodic reports.
- Develop a strategic work plan and exit strategy for the implementation of ECOSAP within its five-year timeframe.
- Measure and evaluate the delivery status of the programme: prepare written quarterly reports on the progress of the overall programme.
- Ensure high level collaboration and cooperation of ECOSAP programmes and activities with the relevant stakeholders at the national and regional levels.
- Effectively manage and develop the ECOSAP team in Bamako.

### **Qualification and Experience**

- Good Bachelor degree or its equivalent in the Social Sciences, preferably in Economics/Sociology/ Political Science/International Relations.
- Post graduate degree in any of the above with a focus on International Relations, Political Science, Development/Security Studies or related fields.
- At least 10 years' progressive multi-disciplinary project/programme management experience in a regional/international institution and collaborating with NGOs;
- Extensive experience in security, conflict analysis and prevention, small arms and light weapons (SALW) and related issues.
- Extensive knowledge of the ECOWAS political, social, security and development challenges and opportunities.
- Excellent knowledge of French/English and a good working knowledge of the second.
- Good knowledge of Microsoft Office Tools.

## Person Specification For Positions A, B, C, D, E

- Strong project/programme management skills.
- Proven competence involving high level conceptualization, planning, coordination, and reporting.
- Proven capacity building and advocacy skills.
- Excellent inter-personal and communication skills.
- Ability to work under pressure and handle politically and culturally sensitive issues.
- Good knowledge of Microsoft Office Tools.
- Excellent knowledge of French/English and a good working knowledge of the other.
- Extensive knowledge of the ECOWAS political, social, security and development challenges and opportunities.

### **B SENIOR SMALL ARMS CONTROL SPECIALIST/ DEPUTY PROGRAMME MANAGER: ECW/ 016/2005, P4**

#### Job Profile

This position works under the direct supervision of the Programme Manager/Chief Technical Adviser to provide specialist support and assistance to ECOSAP interventions in the ECOWAS sub-region, and in particular, a lead role in developing the capacity and performance of National Commissions and Civil Society organizations in the fight against the proliferation and trafficking in small arms and light weapons (SALW).

#### Key Responsibilities

- Assist the Programme Manager in providing the needed leadership in the coordination and management of ECOSAP programmes and activities.
- Provide focused technical advice and assistance to National Commissions and monitor their responsibilities while liaising with UNDP country offices as appropriate.
- Assist in assessing the proliferation of small arms and their socio-economic impact in the ECOWAS sub-region and define initial recommendations for a well coordinated ECOWAS/UNDP/international response in the region.
- Analyze and systematically disseminate information on key findings regarding the problems of SALW in the sub-region and provide the needed platform for discussions by partners to address proliferation and trafficking in cooperation with relevant national and regional organizations.
- Provide lead role in human and institutional capacity building of National Commissions, including the efficient and timely formulation and implementation of National Action Plans (NAPs).

#### Qualification and Experience

- Good first degree in the Social Sciences preferably in Economics/Sociology/Political Science/International Relations.
- Post graduate degree in any of the above with a focus on International Relations, Political Science, Development/Security Studies or related fields
- At least 10 years progressive multi-disciplinary project/programme management experience in a regional/international institution in collaboration with NGOs.
- Extensive experience in security, conflict analysis and prevention, small arms and light weapons (SALW) and related issues.
- Extensive knowledge of the ECOWAS political, social, security and development challenges and opportunities.
- Excellent knowledge of French/English and a good working knowledge of the second.
- Good knowledge of Microsoft Office Tools.

## **C SMALL ARMS CONTROL SPECIALIST:ECW/017/2005, P3**

### **Key Responsibilities**

This position is under the direct supervision of the Programme Manager /CTA. He/she will work in close consultations with the ECOWAS Small Arms Unit, play a lead operational role in the management and implementation of the ECOSAP programme, and ensure effective monitoring of the formulation and implementation of National Action Plans to combat the proliferation and trafficking in SALW in the ECOWAS sub-region.

- Assist in the coordination and management of the overall delivery of ECOSAP working closely with the ECOWAS Executive Secretariat, National Commissions, Civil Society Organizations, UNDP country offices in the sub-region and other partners;
- Assist the Senior Small Arms Control Specialist in the assessment of the proliferation of small arms and their attendant impact in the ECOWAS sub-region.
- Assists in the analysis and dissemination of information regarding the problems of SALW in the sub-region.
- Participate in the implementation and evaluation of SALW projects at the national and regional levels.
- Coordinate activities related to budget and funding of activities at the national and regional levels.

### **Qualification and Experience**

- Good first degree in the Social Sciences preferably in Economics/Sociology/Political Science/ International Relations.
- Post graduate degree in any of the above with a focus on International Relations, Political Science, Development/ Security Studies or related fields
- At least 5 years' progressive multi-disciplinary project/programme management experience in a regional/ international institution in collaboration with NGOs;
- Good experience in security, conflict analysis and prevention, small arms and light weapons (SALW) and related issues.
- Good knowledge of the ECOWAS political, social, security and development challenges and opportunities.

## **D POLICY OFFICER, LEGAL AFFAIRS:ECW/018/2005, P3**

### **Job Profile**

Under the supervision of the ECOWAS Director of Defense and Security, the strategic guidance of the UNDP, Direct Execution (DEX) Management Support Unit and working in close consultations with the ECOWAS Director of Legal Affairs and the ECOSAP Programme Manager, the position will serve as the Head of the ECOSAP Policy Support Team in the Small Arms Unit (SAU) within the ECOWAS Executive Secretariat. He/she will lead in providing human resources capacity building and support for policy analysis and development in the Small Arms Unit.

### **Key Responsibilities**

- Prepare a human resources development and implementation plan for acquisition of training resources and capacity building in the SAU in accordance with the ECOSAP transition plan.
- Oversee and coordinate the processes and procedures leading to the transformation of the Moratorium on SALW into a legally binding Convention.
- Provide advisory services and technical support to ECOWAS Member States with regards to issues on SALW in the sub-region.

- Measure and evaluate policy implementation on SALW in Member States and the sub-region within the framework of ECOWAS, AU and UN resolutions against the proliferation and trafficking in SALW.
- Submit regular progress reports to the ECOWAS Director of Defense and Security, the ECOSAP Programme Manager and The UNDP, DEX Management Support Unit.

### **Qualification and Experience**

- Good first degree in Law.
- Post graduate degree in Law or related fields with specialization in law enforcement, illegal arms trafficking, customs immigration and extradition.
- At least 5 years' post qualification experience including at least two years field experience in international and humanitarian law.
- Proven human and institutional (particularly of public institutions) capacity development skills.
- Specific knowledge of the ECOWAS policy and operational framework for controlling the proliferation and trafficking in SALW may constitute an advantage.

## **E. POLICY OFFICER, ADVOCACY AND COMMUNICATION: ECW/019/ P4**

### **Job Profile**

This position is under the direct supervision of the Director of Defense and Security. While receiving strategic guidance from UNDP DEX Management Support Unit and working in close consultations with the ECOWAS Director of Information and Communications, Policy Officer, Legal Affairs and the ECOSAP Programme Manager, he/she will be part of the ECOSAP Policy Support Team in the Small Arms Unit within the ECOWAS Secretariat and play a lead role in capacity building to develop and implement a comprehensive and well-coordinated communications and advocacy strategy on the control of SALW.

### **Key Responsibilities**

- Strategically combine mass communications and advocacy skills to engender sustained public opinion against SALW.
- Build and maintain an excellent knowledge of international and regional policy and policy processes relating to SALW.
- Monitor and analyze current events, developments, public opinion and identify issues and trends of significance to the work of the SAU and ECOSAP and advice on appropriate responses and actions.
- Draft weekly updates and statements on issues of significance (major SALW news) for internal consumption and an appropriate version for external partners.
- Develop focused capacity building strategies through effective advocacy, communications, consultations and collaborative work to promote effective partnership between SAU and ECOSAP.

### **Qualification and Experience**

- Good first degree in Mass Communication/Journalism/Liberal Arts.
- Post graduate degree in Mass Communication /Journalism/Liberal Arts. A first degree with experience in journalism, information science, communications and advocacy, outreach, public awareness or related areas may be accepted in lieu of the advanced university degree.
- At least 7 years' relevant active experience in journalism and communication work, 3 of which must be at regional or international level.
- Knowledge of current trends and forecasts in the SALW control effort, both regionally and internationally.

## Person Specification

- Proven capacity development skills.
- Excellent inter-personal, networking and advocacy skills.
- Knowledge and experience in web-based communication technology.
- Proficiency in French/English with good working knowledge of the other.
- Good knowledge of Microsoft Office Tools.

## **F. PROGRAMME ASSOCIATES:ECW/020/2005, P3**

### Job Profile

Under the direct supervision of the Senior Small Arms Control Specialist/Deputy Programme Manager and working in close consultations with the Small Arms Control Specialists, the incumbents will assist in the management and implementation of the ECOSAP programme, and ensure effective monitoring of the formulation and implementation of National Action Plans to combat the proliferation and trafficking of SALW in the ECOWAS sub-region.

### Key Responsibilities

- Assist in the efficient development and implementation of the ECOSAP programme.
- Liaise with the UNDP country office in Bamako and National Commissions and Civil Society Organizations to ensure that operational and programming activities are in conformity with stipulated rules and procedures.
- Prepare background materials, working papers and tables for briefing and review sessions.
- Assist in the development, implementation and evaluation of SALW projects at the national and regional levels.
- Assist in preparation of work plans, monitoring of programme delivery and preparation of periodic progress and financial reports, and annual (TPR) programme review reports;
- Assist in organizing annual networking meetings and related consultations of National Commissions and in coordinating appropriate follow-up actions;

### Qualification and Experience

- First degree in the Social Sciences relating to international relations, political science, development studies, security studies or related fields.
- At least 3 years' post qualification experience in a regional or international institution.
- Proven competence in project management at the regional/ international level.
- Good knowledge of the ECOWAS Moratorium proposals and the West Africa security landscape.

### Person Specification For Positions F and G

- Excellent inter-personal, communication and writing skills.
- Ability to work under pressure and willingness to take on increasingly responsible tasks.
- Proficiency in English/French with a good working knowledge of the other.
- Good knowledge of Microsoft Office Tools.

## **G. ADMINISTRATIVE AND FINANCE MANAGER: ECW/021/2005,P3**

### Job Profile

Under the supervision of the Programme Manager / CTA, and working in close consultations with the UNDP DEX Management Support Unit, the position will manage the administrative and financial operations of the ECOSAP to ensure efficient, transparent and effective processing of transactions, allocation of resources, management of administrative and project budgets as well as communications budget and expenditures

between the ECOWAS Secretariat, National Commissions, UNDP country offices in the sub-region, the DEX Management Support Unit and the Bamako office.

### Key Responsibilities

- Provide sound and timely advice to Management on matters pertaining to financial and human resources planning.
- Schedule and coordinate meetings for regular human resources management activities.
- Maintain and manage ECOSAP approved funding ledgers and administrative budgets.
- Implement and maintain adequate system of internal controls over the ECOSAP financial transactions and operations;
- Manage and monitor project trust funds as agreed between parties to ensure conformity with UNDP policies and procedures, especially financial reporting requirements and signature formalities;
- Monitor implementation of work programme and budgets.

### Qualification and Experience

- Good first degree in Economics/Political Science/Public or Business Administration.
- Advanced degree in Economics, Public Administration, Business or Accounting will be an added advantage.
- Minimum 5 years' experience in financial, human resources and administrative management;
- Good knowledge of UNDP financial management system and human resources planning, information and budget systems.
- Competence in the use of Microsoft Office Tools (MS Word, Excel, Access etc) and experience in handling of web-based management systems.
- Excellent inter-personal and communication skills.
- Ability to participate effectively in a team-based, information-sharing environment, collaborating and cooperating with others.

### Duty Station

The duty station for positions A,B,C,F,G are in Bamako, Mali while D and E are in ECOWAS Executive Secretariat, Abuja.

### Nature of Employment

All six positions are for an initial five year duration with the possibility of extension. Candidates should not be more than fifty years of age. Only African citizens are eligible to apply.

### Remuneration

Attractive

### Method of Application

Interested and qualified candidates should please send their detailed curriculum vitae, with a covering letter, quoting the relevant reference number at the top right hand corner of their application envelopes to:

The Director of Administration  
ECOWAS Executive Secretariat  
60 Yakubu Gowon Crescent  
P.M.B.401, Garki, Abuja

The deadline for the receipt of all applications is **Monday, September 26, 2005 at 5.00 p .m**  
Duplicated applications will be disqualified.

# VACANCES DE POSTES

La Communauté Economique des Etats de l'Afrique de l'ouest (CEDEAO) a mis en place, avec l'aide des bailleurs de fonds, un Fonds CEDEAO pour la paix (FCP) pour faciliter la mise en œuvre des activités qu'elle mène dans le cadre de son "Programme de Paix et de Développement". Pour assurer durablement la gestion de ce Fonds, la CEDEAO souhaite s'attacher immédiatement les services des professionnels compétents suivants :

**Spécialiste en Renforcement des capacités : ECW/006/2005 P4**

## Profil du poste

Le candidat retenu aura pour tâche la coordination et la mise en œuvre effective des projets et des activités visant au renforcement des capacités et à l'amélioration de la performance de la CEDEAO sur trois niveaux: le bureau du Secrétaire Exécutif Adjoint (Paix, défense et sécurité), le niveau national où les points focaux de la CEDEAO ont été mis en place et au sein des bureaux chargés du système d'alerte précoce de la CEDEAO.

## Responsabilités

- Initier, développer et préparer la formation intégrée et les autres programmes de renforcement dans le cadre du renforcement des capacités de la CEDEAO et en collaboration avec les partenaires de mise en œuvre du Fonds pour la paix en vue d'une synergie et d'un impact accru;
- Préparer un calendrier annuel des activités de formation qui permettront de renforcer les capacités sans compromettre la productivité du personnel au Secrétariat et sur le terrain;
- Examiner et prodiguer des conseils techniques judicieux sur toutes les propositions de renforcement de capacité soumises au Fonds CEDEAO pour la paix;
- Accéder à la documentation de base sur chaque Etat membre afin de veiller à la conformité de celle-ci aux plans nationaux de développement et aux procédures établies au niveau de toutes les propositions de renforcement de capacités;
- Identifier, en collaboration avec le département des études, les institutions de formation et les bailleurs de fonds afin de répertorier au sein de la sous région de l'Afrique de l'ouest, les opportunités de renforcement des capacités.

## Qualifications et expérience

- Maîtrise en science politique ou dans un domaine lié à la sécurité
- Un doctorat dans un domaine lié à la prévention des conflits, à la paix, au maintien de la paix, à la reconstruction post conflit sera un atout
- Dix ans d'expérience en matière de renforcement des capacités au niveau gestion des politiques et programmes
- Solides connaissances en matière de conception et de gestion des programmes

## Autres qualités

- Parfaite maîtrise de l'anglais/français/portugais et une connaissance pratique de l'une des autres langues de travail de la CEDEAO
- Bonne connaissance des outils Microsoft tels que Word, Excel, MS Power Point, Access
- Excellentes aptitudes à la communication orale et écrite
- Expérience en prévention des conflits, maintien de la paix et expérience en matière de reconstruction d'après conflit

**Spécialiste de suivi et d'évaluation ECW/007/2005 P4**

## Profil de poste

Sous la tutelle du Responsable du Fonds pour la paix, le spécialiste en question aura pour tâche le suivi et l'évaluation des projets - mis en œuvre, la collecte et l'évaluation des données - à l'usage du bureau du Secrétaire Exécutif Adjoint (Affaires politiques, défense et sécurité). En période d'intenses activités, il sera assisté de consultants recrutés pour une courte période.

## Responsabilités

- Déterminer la qualité et la quantité des données à collationner et à analyser sur la base des informations reçues de la CEDEAO, des donateurs et des partenaires de mise en œuvre;
- Mettre au point des indicateurs de performance pour chaque type de projet et de programme et les revoir périodiquement avec les bailleurs de fonds et les partenaires de mise en œuvre afin de mesurer leur efficacité;
- Initier la conception et la mise en œuvre d'études spéciales pour évaluer l'impact des projets;
- Servir de point focal aux questions environnementales au niveau du Fonds pour la Paix;
- Elaborer des règles et des procédures standard dans le cadre du Fonds pour la paix afin de renforcer l'informatisation et d'aider à l'analyse statistique.

## Qualifications

- Maîtrise en sciences sociales/rerelations internationales/études liées à la sécurité avec une expérience avérée en prévention des conflits, maintien de la paix, reconstruction post conflit, gouvernance et/ou développement
- Un diplôme supérieur dans le domaine serait un atout
- Dix ans d'expérience dans le suivi et l'évaluation des projets notamment dans les organisations régionales

## Autres qualités

- Parfaite maîtrise de l'anglais/français/portugais et une connaissance pratique de l'une des autres langues de travail de la CEDEAO
- Bonne connaissance des outils Microsoft tels que Word, Excel, MS Power Point, Access
- Excellentes aptitudes à la communication orale et écrite
- Bonnes aptitudes en matière de gestion et d'organisation

## Nature de l'emploi

- Tous les quatre postes sont à caractère contractuel (5 ans). Seuls les ressortissants des Etats membres de la CEDEAO peuvent postuler
- Procédure de candidature

**Les candidats intéressés doivent faire parvenir leur curriculum vitae assorti d'une lettre de motivation à l'adresse suivante :**

The Director of Administration  
ECOWAS Executive Secretariat  
60, Yakubu Gowon Crescent  
PMB 401 Garki  
Abuja

**La date limite pour le dépôt des candidatures est fixée au Lundi 22 Aout 2005.**

La CEDEAO offre les mêmes chances à tous les candidats

Les candidats sont également priés de se rendre sur le site web de la CEDEAO à [www.ecows.int](http://www.ecows.int)  
Les demandes en double ne seront pas prises en considération.