

Terms of reference for the post of Interim Regional Coordinator

I. Information

Job Title: Interim Regional Coordinator of ECOWAS Volunteers Programme

Duty Station: Burkina Faso

Category: International Volunteer

Type of Contract: ECOWAS Volunteer Programme. Non-family position

Expected starting date: 1st September 2022

Duration: One (01) year, renewable (depending on budget availability and satisfactory performance)

Application Deadline: 04th July 2022

II. Preamble

The ECOWAS Youth and Sports Development Centre (EYSDC), was created by the Decision A/DEC.13/01/05 of 19th January 2005 at Accra, Ghana as a specialized Agency of the Economic Community of West African States (ECOWAS).

At the 32nd session of the ECOWAS Summit held in June 2007, the Heads of States and Government adopted a new approach to regional integration by approving a new global vision called the ECOWAS Vision 2020. The principal objective of this vision is to move the Community from an «ECOWAS of States» to an «ECOWAS of Peoples» by the year 2020.

Consequently, the EYSDC implements her policies, activities and strategic action plans, as well as the ECOWAS vision in the areas of youth and sports, including the ECOWAS Volunteers Programme. The EYSDC's objective is to initiate, develop, coordinate and implement youth and sports programmes within the Community. To this end, it works to:

- mobilise the different segments of the population to ensure their integration and effective participation in the social development of the region, as well as the promotion of youth organisations and professional associations to ensure maximum participation in the activities of the Community;
- provide a permanent institutional framework within ECOWAS through which issues related to Youth and Sports activities in the sub-region can be developed and promoted.

III. Organizational Framework of the Centre

The Youth and Sports Development Centre (EYSDC) is one of the Directorates under the Social Affairs and Gender Department of the ECOWAS Commission. It is based in Ouagadougou (Burkina Faso) under the headquarters agreement signed between the Burkina Faso authorities and the ECOWAS Commission.

Decision N° A/DEC 13/01/2005 of 19th January 2005 had adopted the organizational structure comprising of four Divisions (Youth, Sports, Administration and Finance, and TIC). However, since 2008, the Centre has undergone some structural modifications following the transfer of the ECOWAS Volunteers Programme (EVP) from the Political Affairs, Peace and Security Department of the Commission (CPAPS) to the EYSDC, under the Social Affairs and Gender Department.

The EVP is centralized in organisation, but decentralized in its application to allow for flexibility and adaptation to the current realities of each country. The strategic directions, including the formulation of the overall vision, goals and objectives of the Programme, is the responsibility of the Regional Coordination Council (RCC), whose role, among others, is to ensure that the EVP becomes a genuine voluntary arm of ECOWAS.

Being a cross-cutting programme, the ECOWAS Volunteers Regional Coordination Council (RCC) includes representatives of relevant departments of the ECOWAS Commission. The RCC is chaired by the Commissioner for Social Affairs and Gender of the ECOWAS Commission. She is assisted by the Director of the ECOWAS Youth and Sports Development Centre (EYSDC), as Alternate Chairman of the RCC.

The executive arm of the RCC is the Regional Office, provided by the EYSDC in Ouagadougou (Burkina Faso). The programme's regional coordination activities are coordinated by a Regional Coordinator under the supervision of the EYSDC Director. Although the EVP is under the Youth Division of the EYSDC, it is directly supervised by the EYSDC Director for effectiveness.

At the National level, the National Coordination Council (NCC) serves as the national body through which national policy guidelines for the Programme are given. This Council works towards the understanding and entrenchment of the Volunteer Programme in the national environment. It also serves as advisor to the country office, which is responsible for the coordination of the Programme at national level. The NCC is chaired by the Head of the ECOWAS National Office in the country. It is made up of Focal Points/Representatives of the various ministries, Civil Society Organisations, United Nations Agencies and local youth associations involved in the implementation of the Programme at the National level.

IV. Duties and Responsibilities

The position of interim Regional Coordinator of the ECOWAS Volunteer Programme is a full-time volunteer position. The Regional Coordinator is currently under the direct supervision of the Director of the ECOWAS Youth and Sports Development Centre (EYSDC) in Burkina Faso.

Under the management and general supervision of the Director of the ECOWAS Youth and Sports Development Centre, and in collaboration with the EYSDC Programme Officer, Youth, the Regional Coordinator of ECOWAS Volunteer Programme will carry out the following duties:

a) Coordination and supervision of ECOWAS Volunteer Programme in the Countries (Liberia, Sierra Leone, etc) :

- While working in partnership with the heads of ECOWAS National Offices at the country level (chairmen of NCC) and the ECOWAS Volunteers Programme National Coordinators, the United Nations Volunteers Programme, other United Nations Agencies, the private sector, NGOs operating in the field of volunteerism and development, the incumbent is expected to be knowledgeable on developments in ECOWAS member States, that are relevant for the contribution of ECOWAS.
- Be familiar with ECOWAS activities on peace matters.
- Supervise National Coordinators of ECOWAS Volunteers ;
- Provide technical assistance to ECOWAS Volunteers national coordinators.
- Analyse the performance of ECOWAS volunteers country coordinators and be able to deal with problems that could impede progress.
- Serve as an administrative link between the Country Coordinators and the RCC Alternate Chairman.
- Prepare analytical biannual reports based on information garnered from mission reports and the reports received from country coordinators, then make recommendations to the Director of ECOWAS Youth and Sports Development Centre for action.

b) Management of ECOWAS Volunteers Programme Operational issues

- Manage the daily activities of the ECOWAS Volunteer Programme ;
- Keep track of all accounting records and expenditures carried out on behalf of the EVP by the United Nations Volunteer Programme headquarters and approved by the EVP Regional Coordination Council, and submit regular reports to the Director EYSDC.
- Oversee and provide individual support and guidance to officers of the regional office and ECOWAS volunteers country coordinators through sharing of concerns and advice. Build a network of mutual support for ECOWAS Volunteers National Coordinators;
- Contribute to the preparations and launch of ECOWAS Volunteers Programme in target countries.
- Ensure adequate preparation of allocations for ECOWAS Volunteers, including the provision of administrative support, budgets, training facilities, equipment, office space, etc.
- Provide adequate guidance to ECOWAS Volunteers national coordinators on the security situation of the Volunteers.
- Organize and contribute to information, orientation, supervision and administrative support to all newly recruited ECOWAS Volunteers Programme National Coordinators and ECOWAS Volunteers.
- Prepare analytical biannual technical and financial reports on the ECOWAS Volunteer Programme in accordance with the requirements and provisions of financing agreements/treaty signed with financial partners

- Keep comprehensive and updated records on the contractual status of the incumbent Volunteers and initiate timely action on decisions for replacements.
- Prepare, maintain and update a computerized online database of all the ECOWAS Volunteers as well as the applications received etc.

c) Promotion of Volunteerism:

The Interim Regional Coordinator will research and propose ways to connect with the efforts of the Volunteers. S/He will provide advocacy and promote volunteerism in the ECOWAS region to develop social capital, social integration, cohesion and solidarity.

For this purpose, s/he shall:

- monitor ECOWAS recommendations relating to the development of peace and volunteerism;
- Ensure that volunteering for peace is integrated into the documents and major reports of ECOWAS programmes.
- Prepare the expansion of the ECOWAS Volunteers Programme to all the member States in the region.

d) Public Relations, Partnerships and Networking:

- Prepare, coordinate and disseminate informational material related to ECOWAS Volunteer Programme and the specific activities of the Volunteers to local and international media, the United Nations Volunteers Programme information service and the ECOWAS information services
- Establish, build and maintain working relationships with all the organizations that use the services of ECOWAS volunteers, particularly government institutions, NGOs and CBOs.
- Follow up and implement the provisions of all agreements and any partnership contract signed between ECOWAS (or EVP) and its partners for the deployment of ECOWAS Volunteers, and submit quarterly and end of contract reports to the Director of EYSDC;
- Continually share with partners, information on the work of the Volunteers in order to stimulate an interest in the ECOWAS Volunteers Programme.
- Help to mobilize resources for ECOWAS Volunteer Programme in accordance with ECOWAS procedures, policies and regulations governing the mobilization of resources
- Develop information kits and other promotional materials for the ECOWAS Volunteers Programme

Required Qualifications and Experiences:

Education:

- A university degree (Bachelor's degree or equivalent), preferably in the social sciences, law, international relations, management studies or other related discipline. Possession of a University post-graduate degree will be an advantage

Experience:

- A minimum of 5 years experience in a managerial position in the field of development or capacity-building, organizational development, and/or management of volunteers ;
- Proven knowledge of the socio-economic situation, cultural dimensions and political structure of ECOWAS countries ;
- Knowledge of ECOWAS and the EVP system would be an asset ;
- Professional experience in the area of conflict/post conflict is an asset;
- Prior engagement as an ECOWAS Volunteer would be considered an advantage ;
- Prior service in an international institution or volunteering in a position of responsibility will be an additional asset.
- Ability to coordinate multiple activities and to work under pressure.
- Familiarity with ECOWAS rules, regulations and procedures and/or previous work experience with a regional or international organization will be considered an added advantage.

Language Requirements:

- A perfect mastery of written and oral French or English, is a must.
- A working knowledge of a second and/or third ECOWAS official language will be considered a desirable advantage

Other Skills :

- Computer knowledge (MS-Office/ Internet) ;
- Excellent interpersonal skills;
- Excellent communication skills
- High level of advocacy, negotiation and presentation skills, development of team spirit and human resources management
- High level of personal initiative
- Ability to work effectively in a multicultural team

Composition of Application :

- A signed letter of application/motivation addressed to the Director of ECOWAS /YSDC
- A detailed Curriculum Vitae highlighting candidate's experiences and skills
- Certified copies of diplomas and certificates/work certificates and birth certificate
- A police clearance certificate of less than three months

Submission of Applications

- Applications should be submitted by email to the address: cdjs@ecowas.int with the title: **Application for the Post of Interim Regional Coordinator** on the subject line. **All applications without this subject title are automatically disqualified. Applications received after the deadline will be disqualified.**

V. Conditions of Service

An initial contract for 12 months will be offered with a basic Monthly Living Allowance of 412.5 USD or its equivalent in local currency. Other allowances as provided for in the Conditions of Service of ECOWAS Volunteers, will also be paid.

At the beginning of the assignment, a settling-in grant will be paid and a resettlement allowance will be provided at the end of the assignment. Air transport from home country to the country of duty station and return at end of mission is also provided.

A life and health insurance cover for the incumbent will be provided.

Other conditions of service as stipulated in the EVP Management and Administration Manual and handbook of Conditions of service shall apply.

VI. Other Conditions

The position is open to nationals of all ECOWAS Member States, aged not more than 38 years by the date of recruitment.

This position is considered a non-family ECOWAS International Volunteer position.

International ECOWAS Volunteers cannot serve in their own country of origin.

ECOWAS is committed to promoting gender equality and equity. To this end, female candidates are strongly encouraged.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.