

**TERMS OF REFERENCE FOR THE ECOWAS INTERNATIONAL VOLUNTEER POST OF  
ANAESTHETIC NURSE IN SIERRA LEONE**

**I. Position Information**

**Job Title:** Anaesthetic Nurse

**Duty Station:** Republic of Sierra Leone

**Category:** ECOWAS International Volunteer

**Type of Contract:** ECOWAS Volunteers Programme. Non-Family Position

**Expected start date:** 1<sup>st</sup> February 2023

**Duration:** One (01) year, with possibility for renewal (depending on budget availability and satisfactory performance)

**Deadline for Application:** 31<sup>st</sup> December 2022

**II. Preamble**

The Economic Community of West African States (ECOWAS) was founded by the Treaty of Lagos, in May 1975 and is a regional group of fifteen countries: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo. The aim of the Community is to promote co-operation and integration, leading to the establishment of an economic union in West Africa in order to raise the living standards of its peoples, and to maintain and enhance economic stability, foster relations-among Member States and contribute to the progress and development of the African continent.

Through its departments and various agencies, ECOWAS is implementing critical and strategic programmes that will deepen cohesion and progressively eliminate identified barriers to full integration. In this way, the citizens of the community can ultimately take ownership for the realization of the new vision of moving from an ECOWAS of States to an “ECOWAS of the People: Peace and Prosperity for All” by 2050.

Toward the achievement of this vision, the ECOWAS Youth and Sports Development Centre (EYSDC), which was created by the Decision A/DEC.13/01/05 of 19<sup>th</sup> January 2005 at Accra, Ghana as a specialized Agency, is implementing policies, activities and strategic action plans, as well as the ECOWAS vision in the areas of youth and sports, including the ECOWAS Volunteers Programme (EVP).

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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.

One of the flagship areas of commitment of the EYSDC is the ECOWAS Volunteers Programme (EVP). As part of a regional mechanism for promoting peace and development within the region and supporting member countries in crisis, especially post-conflict countries, the ECOWAS Volunteers Programme (EVP) was set up in 2004. In line with the vision of the Founding Fathers of the Community and their dream of a truly integrated West Africa, based on the foundational principles of community and solidarity, the ECOWAS Volunteers Programme (EVP) was launched in Monrovia, Liberia on March 26, 2010, with the initial aims to facilitate the engagement and participation of young Community citizens in support of the efforts of Member States in post-conflict International reconstruction, peace-building, development, and general economic growth.

Contrasting sharply with the traditional forms of volunteering, where volunteers generally work outside of their professional areas of competence, the ECOWAS Volunteers Programme is a skills-based volunteering model that leverages the professional and specialised skills and talents of the individual volunteers to respond to demands, fill gaps and generally provide support to member States in areas of identified need and developmental deficits.

### **III. Organizational Framework of the Centre**

The Youth and Sports Development Centre (EYSDC) is one of the Directorates under the Human Development and Social Affairs 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 Human Development and Social Affairs 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 Programme Regional Coordination Council (RCC) includes representatives of relevant departments of the ECOWAS Commission as well as other

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relevant stakeholders from beneficiary member States and partners. The EVP-RCC is chaired by the Commissioner for Human Development and Social Affairs of the ECOWAS Commission. She is assisted by the Director of the Directorate of Education, Science and Culture (DESC) of the ECOWAS Commission and the Director of the ECOWAS Youth and Sports Development Centre (EYSDC), as Alternate Chairs of the EVP-RCC.

The executive arm of the RCC is the EYSDC in Ouagadougou (Burkina Faso), which serves as the Regional Office of the Programme. The programme's regional coordination activities are managed by a Programme Officer under the Youth Division of the EYSDC. This role is currently played by an EVP Regional Coordinator under the direct supervision of the EYSDC Director, for effectiveness.

At the National level, the National Coordination Council (NCC) serves as the body through which national support and orientation are provided to Programme. It is the "mechanism through which general advice and policy guidance as well as national administrative and institutional support are provided to the Programme and an understanding of volunteerism in the specific local or national context is attained." This Council works towards the understanding and entrenchment of the Volunteer Programme in the member States where the Programme is implemented. It also serves as advisor to the country office, which is responsible for the administrative implementation of the Programme at the 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 user ministries, Civil Society Organisations, United Nations Agencies and local youth associations involved in the implementation of the Programme in-country.

#### **IV. Duties and Responsibilities**

The ECOWAS Volunteer Anaesthetic Nurse will work directly with the Ministry of Health and Sanitation of Sierra Leone.

He/She will assist the anesthetist in the administration of Anesthetic care during surgery.

The Anaesthetic nurse shall work under the direct supervision of the anesthetist and the Ward matron, and shall undertake the following duties and responsibilities:

- preparation of equipment;
- monitoring of the patient's condition;
- administering of anesthesia during medical procedures and monitoring patients during recovery;
- determining the amount and type of anesthesia needed – general, local or regional;
- determining the method for administering anesthesia, including injections, inhalants, and oral medication;
- conducting patient assessments;
- educating patients about their surgery and recovery;
- overseeing the patient's safety as they recover from anesthesia;
- working with other medical staff to develop pain management plans.

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The job is mostly a hospital-based role with minor office work. There is also a frequent requirement to make an early start or late finish as well as work on weekends.

The incumbent will be working in the provinces or as assigned by the Ministry. The incumbent may also be required to attend workshops, seminars, meetings, conferences, etc and perform any other duty assigned by the Anesthetist.

**Required Qualifications and Experience:**

- Candidates must possess a Bachelor's Degree in Nursing (B.Sc Nursing) Anesthesiology with at least 5 Years relevant working experience
- Must be a Licensed Nurse (SECHN) or a registered Nurse (SRN).

Additional skills must include:

- Ability to work within a multidisciplinary team
- Good oral and written communication skills
- Interpersonal skills
- People management skills
- Analytical skills
- Leadership skills
- Detail orientation
- Good computer skills and the ability to analyze numerical and graphical data
- Ability to work with little supervision
- Being proactive and enterprising (taking initiative)

Knowledge of volunteerism will be an asset.

**Language Requirements:**

- Perfect command of the English language (written and oral) is mandatory.
- Knowledge of any other official language of ECOWAS (French or Portuguese) will be considered an asset / advantage

**Composition of Application:**

Applications must include:

- A signed letter of application/motivation addressed to the Director, EYSDC, Ouagadougou, Burkina Faso;
- A detailed Curriculum Vitae highlighting specific skills and experiences of the candidate;
- Copies of certificates, diplomas and work certificates (originals or certified true copies will be required for sighting before deployment);
- Copy of international passport or National Identity Card
- A police clearance certificate of less than three months (will be required before assumption of duty).



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### Submission of Applications:

Applications must be submitted no later than 31<sup>st</sup> December 2022, via email to the address: [sl.eivanaesthetic@ecowasvolunteers.com](mailto:sl.eivanaesthetic@ecowasvolunteers.com) (and CC: [cdjs@ecowas.int](mailto:cdjs@ecowas.int)) with the title: ***Application for the Post of Anesthetic Nurse in Sierra Leone*** 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, and only where applicable, a settling-in grant will be paid, and a resettlement grant will be provided at the end of the assignment. Where applicable, 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 of the position will be provided.

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

### VI. Other Conditions

The position is open to citizens of all ECOWAS Member States (EXCEPT THOSE FROM SIERRA LEONE), 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 generally, 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.

ECOWAS reserves the right to terminate the recruitment process without notice.