

**TERMS OF REFERENCE FOR THE NATIONAL ECOWAS VOLUNTEER POST OF  
PROGRAMME ASSISTANT**

**I. Position Information**

**Job Title:** Programme Assistant

**Duty Station:** Ouagadougou, Burkina Faso

**Category:** ECOWAS National Volunteer (with Supervisory duties)

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

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

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

**Deadline for Application:** 15<sup>th</sup> June 2023

**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) 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.

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**

Since its official launch in Monrovia, Liberia on 26 March 2010, the ECOWAS Volunteers Programme (EVP) has devoted time, resources and expertise to promoting regional unity, peace, and development through volunteerism. The ECOWAS volunteers, young male and female Community citizens, have kept faith with the ECOWAS vision of a community of people supporting people, and demonstrated their collective conviction that peace-building and reconciliation can be useful development tools for establishing peace in member States and across West Africa region.

The ECOWAS Volunteers Programme (EVP) is a demand-driven flagship programme of the ECOWAS Commission. It seeks to harness and inject the expertise and professional and personal contributions of mainly young citizens into the process of the implementation of national development agenda of their host countries and communities. And as they do so, they also build and develop their own capacities through contacts with their new professional and social-cultural environments and the lessons derived therefrom.

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 & Required Qualifications and Experience**

Under the supervision of the Regional Coordinator of the ECOWAS Volunteers Programme (EVP), the Programme Assistant performs a wide range of functions on behalf of the EYSDC. Its main role is, within the framework of the implementation of the EVP, to provide technical support and its expertise to support the regional coordination office, in particular regarding the management of the database, the process of deployment, administrative records of volunteers as well as communication and relations with the various national programs in Burkina Faso.

The Programme Assistant works closely with all EYSDC staff and with other partners to ensure the successful delivery of quality services.

To this end, he/she will perform the following tasks:

- Monitor and keep records of the contractual status of all serving ECOWAS Volunteers and follow-up actions on assignment extensions, renewals and replacements;
- Maintain up-to-date volunteer leave records and ensure that all ECOWAS volunteers get their leave;
- Maintain up to date contact records of all serving ECOWAS volunteers;
- Undertake all the tasks in order to ensure all pre-arrival arrangements are made and ensure timely payment of ECOWAS volunteer Settling-in-Grant for the newly deployed volunteers;
- Support to respond and liaise with all EVP Country offices regarding financial and administrative issues
- Provide administrative support in updating and maintaining candidates' data base and recruitment of volunteers
- Maintain general office files and keep information and reference material in a manner that allows easy reference and retrieval;
- Support the organization of activities for International Volunteer Day, ECOWAS Volunteer Day and other such collaborative efforts with local volunteer Agencies
- Provide the required support to projects implemented by EVP in general;
- Network with local volunteering organization(s) and build relations;

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- Support the implementation of the visibility and communication strategy;
- Scan documents, compile relevant data and information from different sources and the Internet;
- Contribute articles/write-ups on field experience and submit for EVP publications/websites, newsletters, press releases, etc.
- Perform duties such as photocopying, collection and distribution of incoming mail, dispatching outgoing mail, locating files, etc.

**Required Qualifications and Experience:**

A minimum of Bachelor's degree in social sciences, project management, economics, international relations, or any other appropriate diploma, with at least 3 years of professional experience.

**Key cores competencies:**

- Mastery of the project life cycle;
- Be results based management oriented;
- Good writing and research skills, sense of analysis and synthesis;
- Ease in communication and contact with the target audience;
- Predisposition to work in networks and good knowledge of networking;
- Have good organizational skills;
- Good knowledge of human resources and data management;
- Be proactive and enterprising (taking initiative);
- Have good computer skills – Office Suite;
- Have interpersonal skills.

Additional skills must include:

- Ability to work within a multidisciplinary team
- Good oral and written communication skills
- People management skills
- Analytical skills
- Leadership skills
- Detail orientation

Knowledge of volunteerism will be an asset.

**Language Requirements:**

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



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### 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).

### Submission of Applications:

Applications must be submitted no later than 15<sup>th</sup> June 2023, via email to the address: [eyfdc.nevprogramassistant@ecowasvolunteers.com](mailto:eyfdc.nevprogramassistant@ecowasvolunteers.com) (and CC: [cdjs@ecowas.int](mailto:cdjs@ecowas.int)) with the title: **Application for the Post of EVP Programme Assistant** on the subject line.

**To avoid disqualification, all the applicants are required to:**

- Submit their application via email with this subject title,
- Group all their documents into one (1) single PDF document,
- Meet the deadline mentioned above.

## V. Conditions of Service

An initial contract for 12 months will be offered with a monthly Volunteer Living Allowance (VLA) of 683.13 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.

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 **ONLY Nationals of Burkina Faso**, aged not more than 35 years by the date of recruitment.

This position is considered a non-family national ECOWAS Volunteer position, with supervisory duties.



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

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

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**