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| **TERMS OF REFERENCE FOR THE INTERNATIONAL ECOWAS VOLUNTEER POST OF**  **YOUTH PROGRAMME SPECIALIST** |

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| **I. Position Information** |

**Job Title**: Youth Programme Specialist

**Duty Station**: Ouagadougou, Burkina Faso

**Category:** International ECOWAS Volunteer

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

**Expected start date:** 1st July 2023

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

**Deadline for Application**: 15th June 2023

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| **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 19th 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.

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| **III. Organizational Framework of the Mission** |

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 the 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.

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| **IV. Duties and Responsibilities** |

Under the supervision of the Programme Officer, Youth, the Youth Programme Specialist performs a wide range of functions on behalf of the EYDSC. Its main role is to provide technical support and expertise in the development and implementation of programmes and projects for the ECOWAS youth, within the framework of the implementation of the ECOWAS Youth Policy.

The Youth programme specialist shall work closely with all the staff of the Centre and with other partners to ensure a successful and quality service delivery.

She/He shall :

1. Contribute to the conception and implementation of specific programmes and projects geared towards the development and empowerment of the youth in West Africa
2. Participate, as necessary, in setting up projects for the financing of youth projects and enterprises
3. Finalise the set up and implementation of the online Crowd-funding platform for the financing of youth projects and enterprises;
4. Research, analyze and follow up national, regional and international texts and instruments relating to youth and youth development, and submit regular reports to the Director
5. Find and monitor structures, organisations and youth associations in existence at national and regional levels. Set up a directory/database and submit regular reports thereon for use by the Center
6. Set up a comprehensive database to identify and monitor the progress of young people who have participated in the EYSDC-organized training
7. Identify and follow up partners for the financing of the Centre’s programmes as well as opportunities for financing youth projects and enterprises in West Africa
8. Identify and develop policies and youth initiatives to be implemented at the ECOWAS Member States level, as well as policies and initiatives to be implemented at the international level to benefit ECOWAS Youth
9. Perform any other task related to the promotion of ECOWAS Youth as may be demanded by the authorities.

**Required Qualifications and Experience:**

**Education:**

A minimum of Bachelors’ degree in the Social Sciences, International Relations, Economics, Youth or related discipline.

**Experience:**

At least 3 years of professional experience in project management, youth coaching or youth programme organisation and management, international development, or any other related field.

**Key Competences:**

* Good understanding and mastery of youth issues and of youth empowerment
* Good knowledge of the socio-economic situation of the ECOWAS region
* Good editorial and research skills
* Good analytical and composition skills
* Good communication skills and ability to connect with target public
* Inclination to network and good knowledge of networking
* Takes initiatives to finance youth-related projects
* Good organisational skills ;
* Proactive and enterprising (takes initiative)
* Good computer skills – Office Suite
* Good interpersonal skills
* Excellent skills in the field of research, management and project development
* Experience working with a regional or international organization would be an advantage.

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

**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 15th June 2023, via email to the address: eysdc.ievyouthspecialist@ecowasvolunteers.com (and **CC:** [cdjs@ecowas.int](mailto:cdjs@ecowas.int)) with the title: ***Application for the Post of Youth Programme Specialist*** 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**.**

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| **V. Conditions of Service** |

An initial contract for 12 months will be offered with a monthly Volunteer Living Allowance (VLA) of 1112.5 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.

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| **VI. Other Conditions** |

The position is open to citizens of all ECOWAS Member States (EXCEPT THOSE FROM BURKINA FASO), aged not more than 38 years by the date of recruitment.

This position is considered a non-family International ECOWAS 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.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**