



DEPARTMENT OF HUMAN DEVELOPMENT AND SOCIAL AFFAIRS
DIRECTORATE OF EDUCATION, SCIENCE AND CULTURE

***IMMERSION PROGRAM OF YOUNG GRADUATES
IN ECOWAS INSTITUTIONS /2024***

Call for applications form

I- CONTEXT AND JUSTIFICATION

- The Economic Community of West African States (ECOWAS) launches the immersion internship program for young graduates in ECOWAS institutions.
- The program is open to young graduates from the ECOWAS Member States, aged 32 years or less.

II- OBJECTIVES OF THE PROGRAM

✓ *Overall objective :*

- Contribute to the professional integration of young graduates, by offering them the opportunity to get to know ECOWAS programs better, at the same time for the Interns to offer their contribution for efficient implementation of programs and activities of the institutions.

✓ *Specific objectives:*

- Offer the possibility of an immersion in the services of the regional institution (Institutions, Agencies, Departments, Resident Representations);
- Create a framework that allows young graduates to contribute to the implementation of major ECOWAS programs within Departments, Agencies, Representations and Institutions.

III- EXPECTED RESULTS

- Young graduates acquire professional experience through their immersion in ECOWAS programs, for their career development.
- Young graduates contribute to the implementation of ECOWAS programs.

IV- TARGET AUDIENCE :

- Young graduates from ECOWAS Member States, not more than 32 years of age.

V- SELECTION CRITERIA

- Be a citizen of an ECOWAS Member States;
- Hold a Certificate, at the Bachelor (BSc), Master, PhD or equivalent certificate;
- Submit:
 - a request to the ECOWAS Commissioner in charge of Human Development and Social Affairs which describes the motivation of the candidate with expression of his centers of interest, the choice of the profile requested, the desired location of the immersion, as well as **the candidate's commitment to respect the terms and conditions of the program;**
 - a Curriculum vitae (pdf);
 - a copy of a national identity card or passport (ID) (pdf or jpeg);
 - a copy of the academic certificates or its equivalent (pdf).

VI- MODALITIES AND SELECTION PROCESS

- The program positions are defined with ECOWAS Departments and reception structures before each Program, which allows the candidate to apply according to the need expressed by these structures;
- 100 internship positions are expressed for the year 2024 according to the attached list;
- The selection of the beneficiaries of the Immersion Program is made by a Technical Selection Committee;
- Only the selected candidates will be contacted for the rest of the process.

VII- CONDITIONS OF THE IMMERSION PROGRAM

- All program conditions are defined in the Terms of Reference attached to this call for applications.

VIII- DURATION, PLACE AND TERMS OF THE IMMERSION PROGRAM

- The Immersion Program for young graduates in ECOWAS institutions lasts one year over a period of 12 months maximum {Non-renewable};
- The Program is carried out in the Departments, Agencies, Permanent Representatives and Institutions of ECOWAS, or any other place duly designated by ECOWAS;
- At the end of the program, the young graduate beneficiaries, produces a report in three copies, one copy being sent to the HDSA Department, second copy to the user department and the third copy for the individual record of the young graduate in person;

- The practical modalities of the program will be defined in connection with the reception structure;
- Selected young graduate will be required (mandatory) to participate in person or online (for those not living in Abuja) in any information or program feedback meeting convened by the Program Coordination accordingly.

IX- PROGRAM COORDINATION

- Coordination of the immersion program is carried out by the ECOWAS Commissioner for Human Development and Social Affairs.
- **NB: Please read the attached terms of reference and the list of program positions in full. The terms of reference give more details on the conditions of the program and the list of positions specifies the expressed need for the position, the location of the program and the level of the certificate required.**
- **Opening date of the call: August 17th, 2023**
- **Closing date of the call: August 31st, 2023**

The link to apply is as follows:

[ECOWAS IMMERSION PROGRAM APPLICATION 2024/ PROGRAMME D'IMMERSION DES JEUNES DIPLÔMÉS DE LA CEDEAO/ PROGRAMA DE IMERSÃO PARA JOVENS RECÉM DIPLOMADOS DE CEDEAO](#)

NB: An immersion candidate is allowed to apply in maximum of 2 positions.

Attached documents:

-Terms of reference

For further information, please write to the following address:
escinternship2023@ecowas.int

NB:

- **The coordination team will only respond to questions or concerns not addressed in the Terms of Reference.**
- **Additional details on the positions are contained below.**



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List of needs

Nº	Institution/ Department	Reception structure	Requested profile	Number	Location	Diploma required and observations
COMMUNITY COURT OF JUSTICE						
1.	Community Court of justice	Court of justice	Information and Technology Specialist	1	Abuja, Nigeria	Bachelor (Information Technology, Information Systems, Computer Science, Computer Engineering or other related fields)
2.			Accountant	1	Abuja, Nigeria	Masters (Knowledge of Accounting Software)
OFFICE OF THE AUDITOR GENERAL						
3.	Office of the Auditor General	Office of the Auditor General	Accountancy-Finance Auditor	1	Abuja, Nigeria	Master (Preferably Bilingual)
4.			Business Administration	1	Abuja, Nigeria	Masters (Preferably Bilingual)
5.			Lawyer	1	Abuja, Nigeria	Master (Preferably Bilingual)
INTERGOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)						
6.	GIABA	Administration and Finance Directorate	Accountant	1	Dakar, Senegal	Master in Accounting, Audit, Finance
7.			Administrative Assistant	1	Dakar, Senegal	Bachelor in law or other discipline of social/economic sciences (Working Knowledge of Research/Survey Tools and Techniques and Statistical Analysis)
8.			Human Resource Manager	1	Dakar, Senegal	Master in Human Resources, Management. (Knowledge in Excel, Word)
9.		Policy and Research Directorate	Data Analyst	1	Dakar, Senegal	Master in administration. Executive Assistant (Bilingual French-English)

WEST AFRICAN HEALTH ORGANISATION (WAHO)						
10.	WAHO	Office of General Director	Lawyer	1	Bobo-Dioulasso, Burkina Faso	Master in Law (Contract Law)
11.		Department of Healthcare Services (DHS)	Community Health Specialist	1	Bobo-Dioulasso, Burkina Faso	Master in Community Health
12.		Directorate Public Health and Research (DSPR)	Pharmacist	1	Bobo-Dioulasso, Burkina Faso	Master in Medicines Regulation
13.		Regional Center for surveillance and Disease Control (RCSD)	Epidemiologist	1	Abuja, Nigeria	Master (Epidemiological Investigation, Indicator-Based Surveillance, Event-Based Surveillance, Elaboration of Epidemiological Bulletins)
14.		Directorate Administration and Finance (DAF)	Accountant	1	Bobo-Dioulasso, Burkina Faso	Master in Accounting, or Management (Competence in Accounting and Financial management, Competence in managing the dedicated project bank account including bank reconciliation, Competence in Excel and accounting software)
15.		Directorate Planning and Health Information (DPIS)	Economist Health Planner	1	Bobo-Dioulasso, Burkina Faso	Master
ECOWAS COMMISSION						
16.	Office of the President	ECOWAS Permanent Representative Cabo Verde	Information and Technology Specialist	1	Praia, Cape Verde	Bachelor
17.			Translator (English-Portuguese)	1	Praia, Cape Verde	Bachelor
18.		ECOWAS Permanent Representative Sierra Leone	Socio-economist	1	Freetown, Sierra Leone	Master (General Economics; Socio-economic development studies)
19.			Bilingual Administrative Assistant	1	Freetown, Sierra Leone	Bachelor (Bilingual: English-French)
20.		ECOWAS Permanent Representative Mali	Administrative Assistant	1	Bamako, Mali	Bachelor
21.			Accountant	1	Bamako, Mali	Master
22.		ECOWAS Permanent Representative Liberia	Development Economist	1	Monrovia, Liberia	Master (Background in agriculture, rural development, or a related field)
23.			Finance Specialist	1	Monrovia, Liberia	Master (Background in accounting and or management)
24.	ECOWAS Radio	Information and Technology Specialist	1	Monrovia, Liberia	Bachelor (Plus relevant IT certifications plus experience managing IT systems)	

25.		ECOWAS Permanent Representative Burkina Faso	Communication for Development Specialist	1	Ouagadougou, Burkina Faso	Master (Knowledge in New media)
26.		ECOWAS Permanent Representative Guinea Bissau	Translator-Interpreter (Portuguese-English)	1	Bissau, Guinea Bissau	Bachelor
27.	Accountant		1	Bissau, Guinea Bissau	Master	
28.		ECOWAS Permanent Representative Gambia	Accountant	1	Banjul, Gambia	Master
29.			Project Manager	1	Banjul, Gambia	Master
30.		ECOWAS Permanent Representative Benin	Accountant	1	Cotonou, Benin	Master (Accounting-Management)
31.			Communication Specialist	1	Cotonou, Benin	Master (Digital Communication)
32.		ECOWAS Permanent Representative Côte d'Ivoire	Project Manager	1	Abidjan, Côte d'Ivoire	Master
33.			Communication Specialist	1	Abidjan, Côte d'Ivoire	Master
34.		ECOWAS Permanent Representative Togo	Political Analyst	1	Lomé, Togo	Master
35.			Administrative Assistant	1	Lomé, Togo	Bachelor
36.		ECOWAS Permanent Representative Niger	Economic and Statistical Analyst	1	Niamey, Niger	Master (Economic ; Statistic)
37.			Polical and Social Analyst	1	Niamey, Niger	Master (Law, Social Sciences, Political Science, International Relations)
38.		Director of Cabinet	Bilingual Administrative Assistant	1	Abuja, Nigeria	Bachelor in Business Admin. or Secretarial studies 2 of ECOWAS official languages
39.		External Relations Directorate	Resource Mobilization Specialist	1	Abuja, Nigeria	Master (Preferably in Economics, Management Science, Political Science, International Relations, Public Administration)
40.			Political Science Specialist	1	Abuja, Nigeria	Master (Preferably in Political Science, International Relations, History and Diplomatic Studies), Fluent in English /French
41.	Office of the Vice-President	Office of the Vice-President	Administrative Assistant	1	Abuja, Nigeria	Bachelor
42.			Information and Technology Specialist	1	Abuja, Nigeria	Bachelor
43.	Department of Infrastructure, Energy and Digitalization	ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE)	Engineer (Renewable Energy)	1	Praia, Cape Verde	Master of Science (M.Sc) (Energy Efficient, Energy, Electrical)
44.			Monitoring & Evaluation Specialist	1	Praia, Cape Verde	Master

						(An university graduate with majors in Economics/International Development/ Development Studies/Renewable Energy or any other relevant social science subject)
45.		Project Preparation and Development Unit (PPDU)	Civil Engineer	1	Lomé, Togo	Master in Engineering (Bilingual : English and French)
46.			Administrative Assistant	1	Lomé, Togo	Bachelor or equivalent in secretarial work or administration
47.		Regional Water Resource Centre	Hydraulic Engineer	1	Ouagadougou, Burkina Faso	Master (Specialist in water resources or Agricultural Engineering)
48.			Monitoring and Evaluation Specialist	1	Ouagadougou, Burkina Faso	Master (Administration of Business or Finance or planning or Engineer or economist)
49.			Information and Technology Specialist	1	Ouagadougou, Burkina Faso	Bachelor (Plus relevant IT certifications plus experience managing IT systems)
50.		Energy and Mines Directorate	Mining Engineer or Geologist	1	Abuja, Nigeria	Master or Engineering Diploma BAC +5 from an Engineering School or a renowned University (Mining, Geology)
51.		Digital Economy and Post Directorate	Telecom Engineer in Cybersecurity/Cybercrime	1	Abuja, Nigeria	Master or Engineering Diploma BAC +5 from a renowned Engineering School or University
52.			Telecom Engineer in regulation	1	Abuja, Nigeria	Master or Engineering Diploma BAC +5 from a renowned Engineering School or University
53.		Transport Directorate	Civil Engineer	1	Abuja, Nigeria	Master or Engineering Diploma BAC +5 from a renowned Engineering School or University
54.			Project Financial Analyst	1	Abuja, Nigeria	Master or Engineering Diploma BAC +5 from a renowned Engineering School or University (Finance, Project Management or Engineer)
55.		Department of Economic Affairs and Agriculture	ECOWAS Regional Competition Authority (ERCA)	Research & Market Analyst	1	Banjul, Gambia
56.	Competition Investigation Specialist			1	Banjul, Gambia	Master in Economics, Business Law, Accounting, Finance
57.	Free movement of persons & migration Directorate		Cross Border Manager	1	Abuja, Nigeria	Master in the social sciences, business, administration, international relations, international diplomacy, public administration, sociology, history, law or political science
58.			Migration Specialist	1	Abuja, Nigeria	Master in the social sciences, business, administration, international relations, international diplomacy, public administration, sociology, history, law or political science
59.	Industry Directorate		Quality Management Specialist	1	Abuja, Nigeria	Master in Quality Management
60.			Industrial development Specialist	1	Abuja, Nigeria	Master in Economics/Industrial Economics/ Industrial Development Studies
61.			Public Finance Analyst	1	Abuja, Nigeria	Master in Economic

		Macroeconomic stability & multilateral surveillance Directorate				(Financial programming and foresting)		
62.			Economic Analyst	1	Abuja, Nigeria	Master in Economic/ Statistics (Good know statistical/economic software and MS excel)		
63.		Private sector Directorate	Business Development Manager/Economist	1	Abuja, Nigeria	Master in Business Management, Economics		
64.			Tourism Specialist	1	Abuja, Nigeria	Master in Tourism Studies		
65.		Trade Directorate	Trade Analyst	1	Abuja, Nigeria	Master in international Trade, Economics, Business or any related field		
66.		Regional Animal Health Centre	Monitoring and Evaluation Specialist	1	Bamako. Mali	Master		
67.				Communication Specialist	1	Bamako. Mali	Master (Knowledge on communication and IT software)	
68.		ARAA (Regional Agency for Agriculture and Food)	Environmentalist	1	Lomé, Togo	Master in Environment		
69.				Food Security and Nutrition Analyst	1	Lomé, Togo	Master or Agricultural Engineer	
70.		Agriculture Directorate	Agricultural Economist /Statistician	1	Abuja, Nigeria	Master in Statistics, Agricultural Economics, or a related field (Strong analytical skills and proficiency in statistical software (e.g., R, SPSS, SAS, or STATA))		
71.				Nutritionist	1	Abuja, Nigeria	Master (Nutrition)	
72.				AgriDigital & Communication Specialist	1	Abuja, Nigeria	Master in a relevant field, such as Computer Science, Information Technology, Digital Marketing, Agribusiness, Quantitative Methods, or Development Studies.	
73.	Internal Services	Conference and Protocol Directorate	Portuguese language Interpreter (Interpretation graduates with English C / B)	1	Abuja, Nigeria	Bachelor in Conference Interpreting		
74.				English language Interpreter (Interpretation Graduates with French B/C, Portuguese C/B)	1	Abuja, Nigeria	Bachelor in Conference Interpreting	
75.				Project Manager	1	Abuja, Nigeria	Master	
76.			Administration and General Services Directorate	Procurement Specialist	1	Abuja, Nigeria	Master (Procurement Process), ICT English	
77.					Procurement Specialist	1	Abuja, Nigeria	Master (Procurement Process), ICT French
78.					Procurement Specialist	1	Abuja, Nigeria	Master (Procurement Process), ICT Portuguese
79.					Civil Engineer	1	Abuja, Nigeria	Master

						(Engineering Construction and Supervision)
80.	Human Resources Directorate	Human Resource Specialist (Salary Policy and Pension Administration)	1	Abuja, Nigeria	Master in Accounting, Banking & Finance or any similar filed from a recognized University	
81.		Human Resource Specialist (Career Management & Training)	1	Abuja, Nigeria	Master (Knowledge of HR Process and procedures as well as understanding of latest technologies in HR spaces)	
82.		Human Resource Specialist (Recruitment)	1	Abuja, Nigeria	Master (Proficiency in HR procedures and its wide range of support activities as it relates to adept recruitment)	
83.		Directorate of Information Technology (DITS)	Information and Technology Specialist	2	Abuja, Nigeria	Bachelor in Computer Science, Information Technology / Management Information Systems, or any other related discipline, Familiar with Windows Operating system and Microsoft Office Suite, Microsoft PowerPoint, Familiar with programming tools; JAVA, VBasic, PHP, HTML, SQL, etc.
84.			Data manager	1	Abuja, Nigeria	Master in Computer Science, Information Technology / Management Information Systems, or any other related discipline, Familiar with Windows Operating system and Microsoft Office Suite, Microsoft PowerPoint, Familiar with programming tools; JAVA, VBasic, PHP, HTML, SQL, etc.
85.	Financial Reporting and Grants Directorate	Accountant	2	Abuja, Nigeria	Master (Board Certification, ICAN, ACCA, CFA, CPA, Financial Accounting, with experience in SAP Financial Accounting)	
86.	Human Development and Social Affairs	Humanitarian and Social Affairs Directorate	Drug Demand Reduction Specialist	1	Abuja, Nigeria	Master in Public Health, Law, Epidemiology
87.			Social Affairs Specialist	1	Abuja, Nigeria	Master in Human/Social Sciences, Social Affairs Management, Engineering, Social/Development Studies, Management Sciences
88.			Women, Peace and Security Specialist	1	Abuja, Nigeria	Master in Law, International Relations, Gender studies, Sociology, Economics, or Social sciences
89.		ECOWAS Gender Development Centre	Project Manager	2	Dakar, Senegal	Master Experience in managing Gender-related projects
90.			Information and Technology Specialist	1	Dakar, Senegal	Bachelor Strong IT and data analysis skills
91.			Data Analyst	1	Dakar, Senegal	Master Strong IT and data analysis skills
92.		Education, Science and Culture Directorate (Education and Training Division)	Technical and Vocational Education and Training (TVET) Specialist	1	Abuja, Nigeria	Master In education or TVET (Bilingual)
93.			Education Science Specialist	1	Abuja, Nigeria	Master In Education science (Bilingual)
94.		Education, Science and Culture	Project manager	1	Abuja, Nigeria	Master (Knowledge in scientific research or innovation project)

95.		Directorate (Scientific Research and Innovation Division)	E-learning Specialist	1	Abuja, Nigeria	Master in E-learning field
96.		Education, Science and Culture Directorate (Arts and Culture Division)	Cultural Industries Specialist	1	Abuja, Nigeria	Master in Communication, Administration, Social Science (With the knowledge in cultural or creative industries)
97.			Project manager	1	Abuja, Nigeria	Master in Project Management

NB:

- Any young graduate who benefits from another support system or scholarship will be replaced by one on the waiting list. No cumulation.
- Young graduates who have already benefited from the Immersion Program in ECOWAS Institutions are no longer eligible;
- The Young graduates will do their immersion in the structures mentioned above, with the preparation of a technical report.