

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER, 1991

FINAL REPORT

1. INTRODUCTION

1. The ECOWAS Council of Ministers held its thirtieth session from 20 to 22 November, 1991 in the Conference Hall of the ECOWAS Fund in Lome. The following Member States were represented:

- Republic of BENIN
- BURKINA FASO
- Republic of CAPE VERDE
- Republic of COTE D'IVOIRE
- Republic of the GAMBIA
- Republic of GHANA
- Republic of GUINEA
- Republic of GUINEA BISSAU
- Republic of MALI
- Islamic Republic of MAURITANIA
- Republic of NIGER
- Federal Republic of NIGERIA
- Republic of SENEGAL
- Republic of SIERRA-LEONE
- Togolese Republic

2. The list of participants is attached as an annex to this Report.

II. OPENING SESSION

3. On behalf of the Government and people of Togo, the Honourable Minister of Finance and the Economy, Mr. Elias Kwassivi KPETIGO welcomed members of Council and their delegations to the Republic of Togo. The Honourable Minister recalled the serious economic difficulties facing the sub-region such as heavy indebtedness and fundamental structural dis-equilibria. He stated that this was a crucial period for ECOWAS Member States which called for closer regional cooperation, so as to benefit from the major positive changes that the world is going through. Honourable Kwassivi Kpetigo invited members of Council to conduct a rigorous and objective examination of the Community Work Programmes and other documents presented to the current session of Council, with a view to making the Community more relevant to the development needs of the sub-region.

4. The Honourable Minister regretted that the very important Community trade liberalisation scheme had not been applied because of either wrong interpretation or misunderstanding. He ended by appealing to all Member States to make the necessary financial resources available in order to relieve the Institutions of the Community of their present precarious position.

5. The Chairman of Council, Honourable Jean Paul DIAS, Senegalese Minister for African Economic Integration, welcomed all participants to the thirtieth session of Council. The Chairman

expressed the gratitude of the Community to the Government and people of Togo for accepting to host this year's series of November Statutory Meetings.

6. Honourable Jean Paul DIAS, in a short account of developments within the Community since the last session of Council, expressed his concern over the continued deterioration of the environment in which ECOWAS and its Member States have to operate. The Chairman referred in particular to the contraction of world demand which spells a gloomy future for the commodity exports of West Africa. The Chairman invited Member States to resolve to work closer together in their fight against the current economic crisis, and to give regional integration greater support as a long-term solution to the problem of economic development.

7. The Chairman of Council pointed out that the main pre-occupation of this November session would be the approval of the 1992 Community Work Programme and Budget. He requested that the campaign in Member States to achieve accountability and better management of resources should be introduced into the Community Institutions to ensure an efficient utilisation of the resources made available to them. He called on the Community to initiate new ideas that would improve the regional integration process, and to develop its analytical capacity so as to find rational ways of executing efficiently the adopted development programmes and projects. The Chairman invited the Executive Secretary to incorporate into the ECOWAS Cooperation Programmes, the programme of action on information that West African information practitioners adopted at their meeting in Dakar from 4 to 6 November, 1991 on the theme: "The Press, Communication and African Integration".

8. The Chairman informed Council about an ECOWAS mission he led to this year's joint annual meetings of the World Bank and the International Monetary Fund. He expressed satisfaction with the readiness of the world donor community to listen to the ECOWAS case and the preparedness to support any viable programmes that the Community might initiate. The progress that ECOWAS could mobilise would depend on the seriousness with which the regional integration process was tackled. He felt that it was a matter of regret, therefore, that there had been very little progress with the implementation of Community Acts and Decisions. The Chairman appealed to both Member States and the Community Institutions to contribute more towards West African integration.

III. ELECTION OF BUREAU

9. The following Bureau was elected:

Chairman: Republic of Senegal

Rapporteurs: - Federal Republic of Nigeria
- Togolese Republic

IV. ADOPTION OF AGENDA

10. Council adopted the following Agenda:

1. Interim Report of the Executive Secretary

2. Reports of the Technical Commissions:

1) Trade, Customs, immigration, Money and
Payments Commission

- ii) Social and Cultural Affairs Commission
 - iii) Administration and Finance Commission
 - iv) Transport, Communications and Energy Commission
3. Report of the Board of Directors of the ECOWAS Fund
 4. Report of the Ad Hoc Ministerial Committee on Construction of Headquarters of Community Institutions
 5. Report of the Third Meeting of the Ad Hoc Ministerial Committee on the Enhancement of the Resources of the ECOWAS Fund
 6. Report of the Fourth meeting of Heads of ECOWAS National Units
 7. Status of Ratification of Protocols and Conventions
 8. Any other matters
 9. Adoption of Report
 10. Closing Session.

V. OUTCOME OF DELIBERATIONS

Item 1 : Interim Report of the Executive Secretary

11. The ECOWAS Executive Secretary, DR. ABASS BUNDU presented his Interim Report with the theme: "Implementation of Community Acts

and Decisions - The Unfinished Business in ECOWAS". In his Note of Presentation, the Executive Secretary informed Council of the immense contribution that the Chairman of the Authority, His Excellency Abdou DIOUF, President of the Republic of Senegal had made with a view to improving the integration environment in West Africa. Particular mention was made of the representations that President DIOUF made on behalf of the sub-region at the on-going Francophone Summit in Chaillet, France. Dr. Bundu also referred to an advice of the Chairman of the Authority that the limited resources of the Community and its Member States should be concentrated on the implementation of key integration programmes.

12. After a brief review of the prevailing West African economic conditions, the Executive Secretary gave a summary account of the functioning of the Community. Dr. Bundu highlighted the report of the study undertaken on behalf of ECOWAS by the World Bank on obstacles to trade, payments and investment which stressed the importance of Member States' commitment to the implementation of programmes of the Community. In this regard, he drew the attention of Council to the lack of progress on the application of the ECOWAS trade liberalisation scheme; the impediments put in the way of Community citizens in immigration matters in spite of the Protocol on Free Movement; and the mounting arrears in contributions by Member States to the Secretariat budgets and the capital of the ECOWAS Fund.

13. Dr. Bundu, once again, drew attention to the decisive steps being taken by countries in both developed and developing regions of the world to strengthen their respective regional integration arrangements. He added that there was a new world order building up whose membership African countries might acquire if they underwent political and economic reforms. The Executive Secretary

stated that the current programmes of political pluralism and economic liberalism must continue in order to create the right environment for economic development. He added, however, that if the marginalisation of Africa by the international community was not to be further deepened, it was vital that national development programmes be pursued taking full account of the regional co-operation and integration dimensions in order to ensure the success of the development process.

14. For the West African sub-region, Dr. Bundu urged that particular attention and priority should be given to ECOWAS programmes such as the removal of constraints and impediments to trade, investment and free movement of persons; immediate completion of the sub-regional transport and telecommunications networks; acceleration of the monetary integration programme; and making ECOWAS and its achievements more meaningful to the grassroots. The Executive Secretary concluded his presentation by suggesting that there was generally a need for re-invigorating and re-vitalising the entire integration process on both political and economic fronts.

15. Council took note of the Interim Report and warmly congratulated the Executive Secretary on the excellent quality of the report. During the ensuing debate on the points raised in the document, Council agreed that the burden of developing the West African economy was to be borne by ECOWAS Member States themselves, and external assistance could only be considered as a supplement.

16. Council welcomed the initiatives being taken by the ECOWAS Committee of Governors of Central Banks to re-organise the West African Clearing House to make it play a more relevant role in the sub-regional monetary integration process.

17. Council expressed the hope that the on-going review of the ECOWAS Treaty would make viable proposals for overcoming some of the institutional and technical problems raised in the Interim Report such as the quota system, supra-nationality of the Community, financing the integration process, the compensation mechanism and preferential treatment to be accorded the least developed Member States. Council agreed on the need to re-affirm and underscore the list of priority programmes that had been decided upon by the Authority at its session in Ouagadougou in 1989.

ITEM 2 : Reports of the Technical Commissions

**i. Trade, Customs, Immigration, Money and
Payments Commission**

18. The report on the twenty-seventh meeting of this Commission was presented by its Chairman. Council was informed that the Commission discussed a number of problems that some Member States had encountered with the Community trade liberalisation scheme and, more particularly, the compensation mechanism. The report contained information on the study being undertaken by the Secretariat relating to the creation of an independent mechanism for compensating Member States for loss of revenue, and information on initiatives taken towards the establishment of an ECOWAS Common External Tariff. The Chairman of the Commission ended by inviting Council to approve the draft 1992 Compensation Budget fixed at four million four hundred and eighty-two thousand and twenty-three Units of Account (UA 4 482 023).

19. Council took note of the report and approved the 1992 Compensation Budget as presented. Council expressed concern over the lack of progress on the application of the ECOWAS trade liberalisation scheme. In this connection, Council urged every Member State to undertake a critical review of the scheme in preparation for the special meeting that the Executive Secretariat had scheduled for 1992. Council expressed the hope that novel and realistic proposals would emerge from the meeting to enable the Community advance towards its crucial objective of freeing intra-regional trade of all constraints and impediments.

20. Council directed the Executive Secretariat to draw up and propose to Member States a programme of seminars to be organised in Member States during 1992 to inform and sensitise the public, in particular economic operators, about the ECOWAS trade liberalisation scheme. The schedule of seminars should be sent to Member States as early as possible. Member States were requested to endeavour to work within the framework of the proposed timetable.

21. Council strongly appealed to the Member States concerned to take every measure necessary to expedite the application of the relevant Community Acts and Decisions, and to communicate to the Executive Secretariat the legislative instruments adopted at the national level in this regard.

ii. Social and Cultural Affairs Commission

22. The report of the third meeting of this Commission was presented by the Executive Secretariat. Council was informed that the draft General Convention on the Recognition and Equivalence of Degrees and other Certificates issued in ECOWAS Member States had been sent to Member States for the consideration of the appropriate

authorities in preparation for a meeting at a later date to approve the said convention.

23. Council was further informed that, in conformity with its directive given at the July 1991 statutory meetings, the Executive Secretariat and the bureau of the West African Youth Union (WAYU) had revised the Statutes of the Union.

24. After a lengthy debate, Council noted the Statutes of WAYU after the following amendments:

(a) Articles 1 and 7: deletion of the word "Official" from the two articles. By this deletion, membership of WAYU shall not be limited to one officially-designated youth organisation per member State.

(b) Article 6: "WAYU shall be an organisation with an observer status in ECOWAS". This amendment replaces the proposal to make WAYU a specialised institution of ECOWAS.

(c) Article 28 (d): deletion of "from ECOWAS Secretariat". This amendment removes any obligation on the Executive Secretariat to provide grants and subventions to WAYU. Article 28 (e) was consequently deleted.

(d) Article 28 (e) was consequently deleted.

25. Council approved the Rules and Regulations relating to the ECOWAS Prize for Excellence after amendment by introducing the following new Article 14:

"These rules and regulations may be amended by the Authority of Heads of State and Government, when necessary".

26. Council agreed to submit the amended Rules and Regulations relating to the ECOWAS Prize for Excellence to the Authority for consideration and adoption.

iii. Transport, Communications and Energy Commission

27. The Chairman of the Commission presented the two reports relating to the 4th meeting of ECOWAS Directors of Postal Services and the 9th Joint ECOWAS/PANAFTEL meeting respectively.

28. After a discussion of the points raised, Council adopted the two reports and the recommendations contained therein; namely, on the industrialisation of the telecommunications sector and on the strengthening of the Sub-regional Maintenance Centre at Lomé.

iv. Administration and Finance Commission

29. The Chairman of the Commission presented the report of the eighth meeting of the Commission.

30. After some discussion, Council adopted the report, subject to the following observations and recommendations:

(a) Scheme of service:

31. Council noted the limitation of the rigid quota system as currently practised in the Institutions of the Community under which posts in the 'P5' and 'D' professional grades (Heads of Division and Directors) are allocated to Member States on a permanent basis. Consequently, this does not permit promotion to the 'P5' and 'D' grades, and limits the career prospects of

officials. Council, was of the opinion that it was no longer effective to continue to allocate posts to Member States on a permanent basis. In this regard, Council agreed to adopt a flexible system of geographical distribution of posts in such a manner that all Member States are equitably represented in the Community Institutions, in accordance with the provisions of paragraph 7 of Article 8 of the ECOWAS Treaty. The Executive Secretariat was requested to submit to Member States before the next session of Council, a memorandum on the matter which duly takes into account the above pre-occupations of Council.

(b) Rates of some allowances payable to staff:

32. Council decided that the status quo be maintained with regard to the payment of duty allowance in lieu of over-time allowance. Council requested the Executive Secretariat to present to the next session of the Administration and Finance Commission a detailed memorandum on the matter which takes into account the conditions applied by the host country.

(c) 1992 Budget of the Executive Secretariat

33. Upon the request of the Executive Secretary, Council approved the participation of the Executive Secretariat at a Ministerial meeting to be held in Dakar in 1992 to examine the report of the Committee of Eminent Persons for the Review of the ECOWAS Treaty. Council directed that the cost of Secretariat participation, estimated at 35 100 UA, be charged to the Contingency vote.

34. Council approved and adopted the Executive Secretariat Budget for the 1992 Financial Year which balances out, in revenue and

expenditure, at Seven million five hundred and seventy-three thousand nine hundred Units of Account (7 573 900 UA).

(d) 1990 Consolidated Accounts of the
Community Institutions

35. Council approved the accounts of the Institutions of the Community (Executive Secretariat and ECOWAS Fund) and the consolidated accounts for the financial year ending 31 December, 1990.

(e) Report of the Financial Controller

36. Council approved the recommendations made by the Administration and Finance Commission with regard to this report.

Item 3 : Report of the Board of Directors of the Fund

37. Council took note of the report of the twenty-seventh session of the Board of Directors of the ECOWAS Fund.

**Item 4 : Report of the Ad Hoc Ministerial Committee on
Construction of Headquarters of Community
Institutions**

38. The Chairman of the Ad Hoc Ministerial Committee presented the report of the meeting of the Committee held in Lome on 19 and 20 November, 1991. Council was informed that the Ad Hoc Committee had considered the findings and recommendations of its Ministerial Sub-Committee mandated to negotiate with Consortium d'Entreprise (CDE).

39. Council, after a lengthy debate, decided that the matter be settled through arbitration.

**Item 5 : Report of the Fourth Meeting of the Ad Hoc
Ministerial Committee on the Enhancement
of the Resources of the ECOWAS Fund**

40. The report of the fourth meeting of the Ad Hoc Ministerial Committee was presented by its Chairman.

41. The delegation of the Republic of Ghana raised an objection over the timing of the opening up of the capital of the ECOWAS Fund to non-regional members. The delegation believed that in view of the current position of the Fund, it was premature to open up the capital of the Fund to non-regionals.

42. Council decided to refer the matter to the next session of the Authority of Heads of State and Government.

**Item 6 : Report of the Third meeting of heads of
ECOWAS National Units**

43. The report of the third meeting of heads of ECOWAS national units was presented by the chairman of the meeting.

44. Council took note of the report and re-affirmed its decision that the grant of 10 000 UA to ECOWAS National Units should be paid to only Member States that were up-to-date with their contributions to the operational budget of the Executive Secretariat.

Item 7 : Status of Ratification of Protocols and Conventions

45. Council took note of the information contained in the Executive Secretariat memorandum on the status of ratification of protocols and conventions.

Item 8 : Any other Matters

46. Council decided to send a letter of congratulations to the Secretary-General designate of the United Nations Organisation, His Excellence Dr. Boutros Boutros GHALI.

VI. ADOPTION OF REPORT

47. This Report was adopted after amendment.


VII. CLOSING SESSION

48. The Chairman of Council, Honourable Jean Paul Dias, expressed his gratitude to members of Council for their positive contributions during the deliberations. He stated that the session had demonstrated the preoccupation of every Member State to see regional integration succeed in West Africa. The Chairman called on the Institutions of the Community to continue to exercise financial prudence and austerity, as obtains in Member States. Finally, Honourable Jean Paul Dias appealed to every Member State

to ensure that the decisions taken at this session as well as all Community programmes are faithfully implemented.

49. The Chairman seized the occasion to wish the Community and all Member States peace and prosperity during the New Year.

DONE AT LOME, THIS 22ND DAY OF NOVEMBER, 1991

A handwritten signature in dark ink, appearing to read 'J.P. Dias', is written over a light-colored, possibly embossed or printed, signature line.

**HONOURABLE JEAN PAUL DIAS
CHAIRMAN**

FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1991

DECISION C/DEC.1 /11/91 ADOPTING THE 1992 COMPENSATION BUDGET ESTIMATES FOR PROJECTED LOSS OF REVENUE BY MEMBER STATES AS A RESULT OF INTRA-COMMUNITY TRADE LIBERALISATION.

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision A/DEC.19/5/80 dated 28 May 1980 of the Authority of Heads of State and Government on the application of the compensation procedures for loss of revenue suffered by ECOWAS Member States as a result of the trade liberalisation programme;

MINDFUL of Decision A/DEC.6/6/89 dated 30 June 1989 of the Authority of Heads of State and Government designating 1st of January 1990 as the date for the take-off of the trade liberalisation scheme for industrial products originating from Member States of the Community;

MINDFUL of Decisions C/DEC.6/12/88, C/DEC.2/5/90 and C/DEC.12/7/91 of the Council of Ministers establishing an approved list of industrial products to benefit under the trade liberalisation scheme;

ON THE RECOMMENDATION of the Trade, Customs, Immigration, Money and Payments Commission, meeting in Lagos from 22 to 26 April 1991;

ON THE ADVICE of the Administration and Finance Commission;

D E C I D E S

Article 1

1. The 1992 budget for the compensation of projected loss of revenue by Member States as a result of the implementation of the intra-Community trade liberalisation scheme is fixed at FOUR MILLION FOUR HUNDRED AND EIGHTY TWO THOUSAND AND TWENTY THREE Units of Account (4 482 023 UA). The budget is broken down as reflected in the attached table.

2. This amount shall be paid into a special fund under the management of the ECOWAS Fund and shall constitute the permanent resource of the Fund to be used exclusively for payment of loss of revenue suffered by Member States as a result of trade liberalisation.

Article 2

A table showing the position of each Member State in respect of payment of contribution to cover the new approved products for 1992 budget is hereto attached.

Article 3

The ECOWAS Executive Secretary and the Managing Director of the Fund shall be responsible for the implementation of this Decision.

Article 4

This Decision shall come into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF NOVEMBER 1991



**HONOURABLE JEAN PAUL DIAS
CHAIRMAN**

FOR COUNCIL

BUDGET DE COMPENSATION POUR L'EXERCICE 1992
EN UNITE DE COMPTE (U.C.)
COMPENSATION BUDGET FOR THE YEAR 1992
IN UNITS OF ACCOUNT (U.A.)

NATURE DES DEPENSES NATURE OF EXPENDITURE	MONTANT (U.C.) AMOUNT (U.A.)	NATURE DES RECETTES CALLED-UP CONTRIBU- TIONS FOR 1990	MONTANT (U.C.) AMOUNT (U.A.)
Moins valeurs résultant des échanges des produits agréés pour 1990 / Loss of revenue resulting from trade in approved products for 1990.	1 303 823	Contributions appelées pour l'exercice 1990 / Called-up contributions for 1990.	1 303 823
Moins valeurs résultant des échanges des produits agréés pour 1991 / Loss of revenue resulting from trade in approved products for 1991.	1 590 300	Contributions appelées pour l'exercice 1991 / Called-up contributions for 1991.	1 590 300
Moins valeurs résultant des échanges des produits agréés pour 1992 / Loss of revenue resulting from trade in approved products for 1992.	1 587 900	Contributions appelées pour l'exercice 1992 / Called-up contributions for 1992	1 587 900
T O T A L	4 482 023	T O T A L	4 482 023

REPARTITION DES CONTRIBUTIONS AU BUDGET DE COMPENSATION AU TITRE 1992

CONTRIBUTION TO THE COMPENSATION BUDGET OF 1992

ETAT MEMBRE MEMBER STATE	VALEUR DES EXPORTATIONS EN U. C. VALUE OF EXPORTS IN U. A.	POURCENTAGE DES EXPORTS PAR ETAT MEMBRE / PERCENTAGE OF EXPORT PER MEMBER STATE	MONTANT DES CONTRIBU- TIONS AU BUDGET DE COMPENSATION EN U.C. / CONTRIBUTION TO THE COMPENSATION BUDGET IN U.A.
GHANA	6 882 000	46.44%	769 179
NIGERIA	7 326 000	51.56%	818 721
T O T A L	14 208 000	100.00%	1 587 900

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1981

DECISION C/DEC.2/11/81 ADOPTING
THE SCHEME OF SERVICE FOR THE STAFF OF
THE INSTITUTIONS OF THE COMMUNITY

THE COUNCIL OF MINISTERS,

MINDEFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDEFUL of the Staff Regulations of the Economic Community of West African States;

MINDEFUL of Decision C/DEC.11/6/89 on selection and recruitment criteria for Staff of Community Institutions and Decision C/DEC.12/6/89 on promotion of officers and other categories of Staff of Community Institutions dated 27 June, 1989;

AWARE of the need to determine the general organization of the Institutions of the Community and to reflect in broad terms, the duties and levels of responsibility for each post;

CONSCIOUS of the need to establish clearly defined career prospects and advancement within each cadre in the Institutions of the Community

DECISIONS

ARTICLE 1

ADOPTION OF THE SCHEME OF SERVICE

1. The Scheme of Service for the Institutions of the Community as contained in Annexures I-VI to this Decision is hereby adopted.
2. The relevant provisions of the Staff Regulations of the Community relating to Promotions, Council Decision C/DEC.11/8/89 on Selection and Recruitment Criteria for staff of Community Institutions dated 27 June 1989 and Council Decision C/DEC.12/8/89 on Promotion of Officers and other Categories of Staff of Community Institutions dated 27 June 1989 shall form an integral part of the Scheme of Service for the Institutions of the Economic Community of West African States.

ARTICLE 2

GENERAL ORGANISATION OF COMMUNITY INSTITUTIONS

The Community Institutions shall be organised into Departments headed by Directors on salary scale D. The Departments shall have various Divisions responsible for specific subject or subjects and headed by an Officer Class I on salary scale P5, designated Chief of the Division. The Division shall, where and when necessary, be sub-divided into Sections responsible for specified subjects for which the Division is responsible. A Section shall normally be headed by an Officer Class II on P4 grade level. Other grades of professional staff ranging from Class III through Class IV to Class V, respectively salary grades P3, P2 and P1 shall serve in Units within Sections.

ARTICLE 3

CLASSIFICATION OF STAFF OF THE COMMUNITY

Staff of Community Institutions shall be classified into cadres in accordance with their specialisation as reflected in Annexes I, II and III for Professional, General Service and Auxiliary categories respectively as defined in Articles 5 and 6 of the Staff Regulations.

ARTICLE 4

LEVEL OF APPOINTMENT AND QUALIFICATION

1. The level at which appointment is made shall be dependent on the needs of the Institution, due regard being given to the degree of responsibility and qualification and experience attributed to the post by Council in Decision C/DEC/11/6/89.
2. The professional staff of Community Institutions shall be appointed at six (6) levels in the following hierarchy:
 - a) Director Salary Scale D
 - b) Officer Class I, Salary Scale P5
 - c) Officer Class II, Salary Scale P4
 - d) Head of Unit or Officer Class III, Salary Scale P3
 - e) Officer Class IV, Salary Scale P2
 - f) Officer Class V, Salary P1
3. The levels of appointment of the other categories of staff are reflected in Annexes II and III.

ARTICLE 5

DUTIES AND RESPONSIBILITIES - QUALIFICATION AND EXPERIENCE

The duties and responsibilities of staff are broadly reflected in Annexes IV, V and VI, respectively for Professional, General Service and Auxiliary staff.

ARTICLE 6

CAREER PROSPECTS

Any staff member may rise to the top of his profession by progression in the course of his service provided he has the requisite qualification, demonstrates professional competence, a high sense of responsibility and a comportment befitting an international civil servant.

ARTICLE 7

METHOD OF ENTRY

1. Entry into any post in the Community Institutions shall be by competition. Subject to the application of this principle, lateral transfer from one cadre to another within the same category of staff classification as well as transfer from one Community Institution to the other are authorised.
2. In making direct appointments, cognizance should be taken of the provisions of Council Decision C. DEC. 11/6/89 on Selection and Recruitment Criteria for Staff of Community Institutions and the relevant provisions of the Staff Regulations and Rules (Article 12).

ARTICLE 2

PROMOTIONS WITHIN THE CADRE

Promotion within the cadre shall be done in accordance with the Staff Regulations, Council of Ministers Decision C.DEO.12/6.89 and any Regulations or Rules that may be made from time to time. It shall involve the vertical movement of a staff from one grade level to another immediately higher. Promotion of an officer shall be allowed where there is vacancy.

ARTICLE 3

PROMOTION FROM ONE CATEGORY TO ANOTHER

1. Promotion from one category to another shall be allowed provided the staff concerned in the movement possesses the requisite qualification or has done an in-service course designed for such advancement. Appointment to the professional category from any other category may only be effected after the normal processes of recruitment into the professional cadre involving advertisement and open competition in which the internal candidate participated.
2. In cases of movement from one category to a higher one, outside the professional category, competition for filling any vacant post shall be limited to serving officers unless no serving officer is considered suitable for such appointment.

ARTICLE 10

ENTRY INTO FORCE

This Decision shall enter into force on the 1st day of January 1992 and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF NOVEMBER, 1991



H.E. JEAN PAUL DIAS
THE CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

SCHEMES OF SERVICE FOR
COMMUNITY INSTITUTIONS

ECOWAS SECRETARIAT,
6 KING GEORGE V ROAD,
LAGOS.

ANNEX I

PROFESSIONAL STAFF CADRE - SALARY RANGE

		<u>PAGE</u>
<u>DIRECTORS</u>	D	10
<u>ADMINISTRATIVE OFFICERS</u>		
- General Administration	P1 - P5	10
- Personnel Officers	P1 - P5	15
- Conference Officers	P1 - P5	18
- Interpreters	P3 - P5	20
- Translators	P3 - P5	21
INTERNATIONAL RELATIONS OFFICER	P1 - P5	22
LIBRARIANS	P1 - P5	25
<u>ENGINEERS</u>		
- Industrial	P1 - P5	
- Building	P1 - P5	
- Mechanical	P1 - P5	
- Telecommunication	P1 - P5	
- Electrical	P1 - P5	
- Refrigeration	P1 - P5	
- Agricultural	P1 - P5	
- Civil	P1 - P5	
- Statistical	P1 - P5	
LEGAL OFFICERS	P1 - P5	30
ACCOUNTANTS	P1 - P5	32
AUDITORS	P1 - P5	35

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FINANCE OFFICERS	P1 - P5	38
SOCIAL AFFAIRS OFFICERS	P1 - P5	41
CULTURAL OFFICERS	P1 - P5	41
INFORMATION OFFICERS	P1 - P5	46
TRADE OFFICERS	P1 - P5	48
TOURISM OFFICERS	P1 - P5	50
CUSTOMS OFFICERS	P1 - P5	52
IMMIGRATION OFFICERS	P1 - P5	54
INDUSTRIAL OFFICERS	P1 - P5	56
FORESTRY OFFICERS	P1 - P5	59
FISHERIES OFFICERS	P1 - P5	62
AGRICULTURAL OFFICERS	P1 - P5	65
LIVESTOCK OFFICERS	P1 - P5	68
TRANSPORT OFFICERS	P1 - P5	71
COMMUNICATIONS OFFICERS	P1 - P5	74
ENERGY OFFICERS	P1 - P5	76

ECONOMISTS

- Project Analysts P1 - P5
- Financial Analysts P1 - P5
- Industrial Economists P1 - P5
- Money Economists P1 - P5
- Agricultural Economist P1 - P5
- Transport Economists P1 - P5
- Development Economists P1 - P5

STATISTICIAN CADRE

DIRECTOR

COMPUTER OFFICERS

- Systems Analysts P1 - P5
- Programmers P1 - P5
- Operations Managers P1 - P5
- Trainers P1 - P5
- Technical Authors P1 - P5

ANNEX II

GENERAL SERVICE STAFF - SALARY RANGE

PAGE

ADMINISTRATIVE ASSISTANT CADRE

- Administrative Assistant Grade I	G6	88
- Administrative Assistant Grade II	G5	86
- Administrative Assistant Grade III	G4	83

CLERICAL OFFICER CADRE

- Clerk Grade I	G3	80
- Clerk Grade II	G2	80
- Clerk Grade III	G1	80

TECHNICAL OFFICER CADRE

- Technical Officer Grade I	G6	91
- Technical Officer Grade II	G5	91
- Technical Officer Grade III	G4	92

TECHNICAL ASSISTANT CADRE

- Technical Assistant Grade I	G3	92
- Technical Assistant Grade II	G2	93
- Technical Assistant Grade III	G1	93

ACCOUNTING ASSISTANT CADRE

- Accounting Assistant Grade I	G6	94
- Accounting Assistant Grade II	G5	94
- Accounting Assistant Grade III	G4	94

PAGE

AUDIT ASSISTANT CADRE

- Audit Assistant Grade I	G6	95
- Audit Assistant Grade II	G5	95
- Audit Assistant Grade III	G4	95

PROCUREMENT OFFICER CADRE

- Procurement Officer Grade I	G6	96
- Procurement Officer Grade II	G5	96

SECRETARIAL AND STENOGRAPHIC CADRE

- Bilingual Secretary Grade I	G6	97
- Bilingual Secretary Grade II	G5	97
- Confidential Secretary Grade I	G6	98
- Confidential Secretary Grade II	G5	98
- Stenographer	G4	99

BILINGUAL TYPIST CADRE

- Bilingual Typist Grade I	G4	99
- Bilingual Typist Grade II	G3	100

STORES OFFICER CADRE

- Stores Officer Grade I	G6	100
- Stores Officer Grade II	G5	101
- Stores Officer Grade III	G4	101

LIBRARY ASSISTANT CADRE

- Library Assistant Grade I	G6	101
- Library Assistant Grade II	G5	102
- Library Assistant Grade III	G4	102

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DOCUMENTATION ASSISTANT CADRE

- Documentation Assistant Grade I	G5	103
- Documentation Assistant Grade II	G5	103
- Documentation Assistant Grade III	G4	104

TELEX OPERATOR CADRE

- Telex Operator Grade I	G4	104
- Telex Operator	G3	104

TELEPHONE OPERATOR/RECEPTIONIST CADRE

- Telephone Operator/Receptionist Grade I	G4	105
- Telephone Operator/Receptionist Grade II	G3	105
- Telephone Operator/Receptionist Grade III	G2	105

STATISTICAL ASSISTANTS CADRE

- Statistical Assistant Grade I	G6	107
- Statistical Assistant Grade II	G5	107
- Statistical Assistant Grade III	G4	108
- Statistical Assistant Grade IV	G3	108

DATA PROCESSOR GRADE

- Data Processor Grade I	G6	109
- Data Processor Grade II	G5	109
- Data Processor Grade III	G4	110

DATA PROCESSING ASSISTANT CADRE

- Data Processing Assistant Grade I	G3	111
- Data Processing Assistant Grade II	G2	111
- Data Processing Assistant Grade III	G1	112

ANNEX III

AUXILIARY STAFF - SALARY RANGE

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<u>DRIVER CADRE</u>		
- Driver Grade I	M7	113
- Driver Grade II	M6	113
- Driver Grade III	M5	114
- Driver Grade IV	M4	114
<u>MESSENGER CADRE</u>		
- Messenger Grade I	M4	114
- Messenger Grade II	M3	115
- Messenger Grade III	M2	115
<u>PORTER CADRE</u>		
- Chief Porter	M6	116
- Porter Grade I	M5	116
- Porter Grade II	M4	117
<u>SECURITY GUARD CADRE</u>		
- Security Guard Grade I	M4	117
- Security Guard Grade II	M3	117
<u>WATCHMAN CADRE</u>		
- Watchman Grade I	M2	118
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ARTISAN CRAFTSMAN/MECHANICIAN CADRE

- Foreman	M7	119
- Artisan Grade I	M6	119
- Artisan Grade II	M5	119
- Artisan Grade III	M4	120

COOK CADRE

- Chief Cook	M5	120
- Cook Grade I	M4	121
- Cook Grade II	M3	121

STEWARD CADRE

- Head Steward	M4	121
- Steward Grade I	M3	122
- Steward grade II	M2	122

CLEANER CADRE

- Head Cleaner	M3	123
- Cleaner Grade I	M2	123
- Cleaner Grade II	M1	123

GARDENER CADRE

- Head Gardener	M3	124
- Gardener	M2	124

MACHINE ASSISTANT CADRE

- Machine Assistant Grade I	M3	124
- Machine Assistant Grade II	M2	125

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LIFT ATTENDANT

- Lift Attendant Grade I	M3	125
- Lift Attendant Grade II	M2	125

ANNEX IV

DUTIES, RESPONSIBILITIES QUALIFICATION AND EXPERIENCE
OF STAFF OF COMMUNITY INSTITUTIONS

POST : DIRECTORS - SALARY SCALE D

1. Administration
2. Audit
3. Trade, Customs, Immigration, Money and Payment
4. Economic Studies and Project Analysis
5. Economic Studies and Statistics
6. Finance
7. Information
8. Industry, Agriculture and National Resources
9. Legal Affairs
10. Operations
11. Social and Cultural Affairs
12. Secretary General
13. Transport, Communications and Energy
14. Treasurer
15. Computer Center

DIRECTOR : SALARY SCALE D

DUTIES AND RESPONSIBILITIES

Directly responsible to a Statutory Appointee. Head of a Department responsible for the planning, supervision, monitoring and coordination of activities, duties and programmes assigned to a Department in the Community Institutions. Advises on and participates in policy formulation and review.

QUALIFICATION AND EXPERIENCES

A University degree in the relevant field or equivalent professional qualification plus a minimum of twelve (12) year relevant post qualification experience or a higher university degree in the relevant field plus a minimum of ten (10) years post qualification experience.

ADMINISTRATIVE OFFICER CADRE

POST: CHIEF OF ADMINISTRATION: OFFICER CLASS 1: SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

- The Chief of Administration, as head of the Division, is responsible for the coordination of the functions attributed to the different sections.
- Assist in the formulation, implementation and review of administrative policies, decision making.
- Shall carry out any other duties as may be assigned to him.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: HEAD OF SECTION : ADMINISTRATIVE OFFICER CLASS II: SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

- Head of Section, coordination work of units in specific subjects
- Responsible for management services and day to day office management

- Assisting in formulation, review and execution of policies;
- Preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: ADMINISTRATIVE OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- Preparation of estimates of Department.
- Supervision of Unit.
- Assisting in the initiation of policy matters.
- Vetting and supervising work of junior officers.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: ADMINISTRATIVE OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- Initiating the preparation of draft speeches and memoranda.
- Supervising and coordinating the work of officers in the General Services.
- Collecting and interpreting data for use by senior officers.
- Making submission and preparing draft letters on specific matters.

- Preparing minutes of meetings of his Department.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

POST: ADMINISTRATIVE OFFICER CLASS V; SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

The same as those for Administrative Officer Class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

PERSONNEL OFFICER CADRE

POST: CHIEF OF PERSONNEL OFFICER CLASS I: SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

The head of the Personnel Division:

- Initiates personnel policies and programmes;
- Ensures the harmonious and just application of these policies and programmes within the Institution;
- Helps the various Departments to engage, develop and retain highly qualified staff.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: HEAD OF SECTION: CLASS II: SALARY SCALE P4

The Head of the Personnel Section dealing with specific subject(s)

- Assists in the formulation and implementation of all projects concerning the development, organisation, administration and recruitment of personnel.

- Is mainly responsible for management of the activities, programmes, compensation and other allowances, and the installation of staff.

POST: PERSONNEL OFFICER CLASS III; SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- Responsible for matters relating to appointment, promotions and discipline of General Service and Auxiliary Staff.
- Staff deployment
- Monitoring annual performance evaluation reports.
- Performing other related duties.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: PERSONNEL OFFICER CLASS IV; SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- Compiling staff list, Collecting and interpreting data for use by senior officers;
- Making submissions and preparing draft letters on specific matters;
- Preparing minutes of meetings of his Division;

- Responsible for vacation leave matters, passages, staff welfare;
- Staff records;

QUALIFICATION AND EXPERIENCE

- A bachelor's degree with three (3) years relevant professional experience.

POST: PERSONNEL OFFICER CLASS V, SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Same as for Personnel Officer Class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

CONFERENCE OFFICER CADRE

POST: CHIEF OF CONFERENCE AND PUBLIC RELATIONS SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

- Head of Division directly responsible to a Director.
- Organisation of meetings
- Preparation and despatch of documents of Council, Board of Directors, and Technical Commission meetings.
- Documentation at Statutory meetings

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

POST: CONFERENCE OFFICER CLASS II: SALARY : SCALE P4

DUTIES AND RESPONSIBILITIES

- Head of Section, responsible for specific subject(s) - Conference operations and logistics or documentation of conference papers, including vetting.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: CONFERENCE OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Assisting the Section Head in conference organisation and planning or in public relations and protocol matters as appropriate.

QUALIFICATION AND EXPERIENCE

A Bachelor's degree plus five (5) years relevant professional experience.

POST: CONFERENCE OFFICER CLASS IV SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

- Assist with conference operations, logistics and documentation. Assist in the supervision of locally recruited staff in the section.

- Supervision of General Service staff in the Division.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: CONFERENCE OFFICER CLASS V: SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Assisting in conference organisation and planning.

CONFERENCE INTERPRETERS CADRE

POST: INTERPRETER, OFFICER CLASS I : SALARY SCALE PE

DUTIES AND RESPONSIBILITIES

Responsible to the Director in charge of Department for simultaneous or consecutive interpretation during meetings and discussions.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a diploma or certificate in Interpretation or full training in an Interpretation School, with at least four (4) years post qualification experience in interpretation.

TRANSLATORS CADRE

POST: REVISOR, OFFICER CLASS I - SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

Coordinate the work of translators and revises all translations in one of the official languages.

QUALIFICATION AND EXPERIENCE

A bachelor's degree and/or a diploma or certificate in translation or a degree in translation, with minimum of eight (8) years post qualification experience.

POST: TRANSLATOR, OFFICER CLASS II - SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

Translation of documents

QUALIFICATION AND EXPERIENCE

A degree in translation or a bachelor's degree plus a diploma or certificate in translation and at least four (4) years post qualification experience.

INTERNATIONAL RELATIONS OFFICERS CAREER

POST : CHIEF OF INTERNATIONAL RELATIONS, OFFICER CLASS I
SALARY P4

DUTIES AND RESPONSIBILITIES

Head of Division responsible directly to a Director for the coordination and supervision of specific subjects under assigned to the Department. Advise on and handles Infra-ECONAS political relations; diplomatic immunities and privileges.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of ten (10) years post graduate experience in international relations or a higher degree plus a minimum of eight (8) post qualification experience.

POST : INTERNATIONAL RELATIONS OFFICER CLASS II : SALARY P4

DUTIES AND RESPONSIBILITIES

Head of Section in charge of specific subjects assigned to the Division; international political relations, relationship with the host country, protocol matters. Responsibility for preparation of Council documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of eight (8) years post qualification experience.

POST : INTERNATIONAL RELATIONS OFFICER CLASS III : SALARY P3

DUTIES AND RESPONSIBILITIES

Relationship with Member States in matters affecting ECOWAS protocols and implementations of same ; preparation of relevant Council documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of six (6) years post qualification experience.

POST : INTERNATIONAL RELATIONS OFFICER CLASS IV : SALARY P4

DUTIES AND RESPONSIBILITIES

Preparation of political reports Appraisal of international events in relation to the sub-region. Follow-up action on Community protocols and agreements Protocol duties and preparation of reports of meetings.

QUALIFICATION AND EXPERIENCE

A bachelor s degree plus a minimum of four (4) years post qualification experience.

POST : INTERNATIONAL RELATIONS OFFICER CLASS V : SALARY P1

DUTIES AND RESPONSIBILITIES

Protocol duties; follow-up action, preparation of meeting reports.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of three (3) years post qualification experience.

LIBRARIAN CADRE

POST: CHIEF LIBRARIAN, OFFICER CLASS I : SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

Head of Library and Documentation Division; responsible for coordination of the activities of the Library, library development, management and administration; giving professional advice on library matters.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: LIBRARIAN CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section responsible for specified section of library services, preparation of budget for the division.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: LIBRARIAN CLASS III : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Responsible for a unit of library service, training, supervision and appraisal of junior staff.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: LIBRARIAN CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Responsible for specific subjects in Library services.
Take charge of classification cataloging and ordering books.

POST: LIBRARIAN CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Selection, evaluation, acquisition, and organisation of books and other library material.

Any other assignment.

ENGINEER CADRE

POST : ENGINEER CLASS I : SALARY SCALE B2

DUTIES AND RESPONSIBILITIES

Head of Division responsible to a Director for the coordination and execution of any or group of the following engineering activities either in the civil, industrial, mechanical, electrical, building, structural, telecommunication or refrigeration discipline as assigned to the Division. Advises on policy formulation of programmes on relevant subjects of the Division.

QUALIFICATIONS AND EXPERIENCE

- A first degree in Engineering or its professional equivalent plus a minimum of ten years relevant experience. Or,
- A higher degree in Engineering plus a minimum of eight (8) years relevant professional experience.

POST : ENGINEER CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section responsible for specified subject, coordinates and supervises the activities of the Section. Advises on specialised field of engineering programmes. Undertakes field supervision of Community projects and programmes.

QUALIFICATION AND EXPERIENCE

A first degree in Engineering or its professional equivalent plus a minimum of eight (8) years relevant experience.

POST : ENGINEER CLASS III - SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Head of unit responsible for the activities of a unit, Supervises junior staff in the unit; preparation of drawings for minor works undertaken by Community Institutions, and undertaking field work.

QUALIFICATION AND EXPERIENCE

A first degree in engineering or its professional equivalent plus a minimum of six years relevant experience.

POST : ENGINEER CLASS IV - SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Participating in maintenance, civil and other engineering works under supervision; improvising the work for Technicians and Technical Assistants and making field reports.

Performing other related duties assigned.

QUALIFICATION AND EXPERIENCE

A first degree in engineering or its professional equivalent plus a minimum of four (4) years experience.

POST : MAINTENANCE ENGINEER CLASS V - SALARY SCALE P1

DUTIES

Same as those of Engineer Class IV but at a lower level of responsibility.

QUALIFICATION AND EXPERIENCE

A first degree in engineering plus a minimum of three (3) years experience.

LEGAL OFFICERS CADRE

POST: CHIEF LEGAL OFFICER, OFFICER CLASS I: SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

Head of Division responsible for specific subject(s) and coordinates the activities of sections and the Division.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: LEGAL OFFICER, OFFICER CLASS II: SALARY SCALE E4

DUTIES AND RESPONSIBILITIES

- Head of Section. Assists Head of Division in his duties dealing with specified subject(s)
- Supervision of officers of the Section.
- Preparation of budget of the Department.
- Drafting Protocols and Conventions

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: LEGAL OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- In charge of a unit and supervise the work of officers of the unit.
- Drafting of simple agreements and contracts.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: LEGAL OFFICER OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- Assist the Head of section in his duties.
- Preparations of simple legal documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST : LEGAL OFFICER CLASS V: SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Assist the senior officer in the performance of legal and administrative duties of the Department.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

ACCOUNTANT CADRE

POST : CHIEF ACCOUNTANT OFFICER CLASS I : SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

- The Head of Division works under the supervision of the Director and is responsible for centralising budget and financial operation
- Ensure that proper accounting procedure is observed and prepare regular statements for the information of Management.
- Responsible for book keeping, accounting records and proper management and deployment of junior staff within the Department.

QUALIFICATION AND EXPERIENCE

A bachelors degree with a minimum of ten years professional experience or a higher degree or equivalent professional certificate with a minimum of eight year experience.

POST : ACCOUNTANT CLASS II: SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section Responsible for specified accounting operation or operations.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST : ACCOUNTANT CLASS III, SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Supervise the work of a Unit under a Head of Section, preparation of Budget, performance reports, payments, receipts, preparation of monthly accounts, wage control; analysis of accounting data for management.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST : ACCOUNTANT CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Assists the Head of Section in carrying out all duties relating to accounting and budget matters.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST : ACCOUNTANT CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Assist the Head of Section in accounting duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

AUDITOR CARRE

POST : CHIEF AUDITOR OFFICER CLASS I : SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

- Head of Division, coordinating the work of the audit sections.
- Recommending review and improvement in the internal control and check systems.
- Preparation of audit reports.
- Performing other related duties.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST : AUDITOR CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

- Head of Section, supervising audit work in section.
- Vetting of completed audit assignments.
- Performing spot checks and physical inventories.
- Collating of observations for audit reports.
- Pre-auditing of the annual final accounts.
- Performing other related duties.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST : AUDITOR CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- Vouching and verification.
- Collecting and retrieving documents to be audited.
- Performing preliminary exercise on pre-audit.
- Assist in spot checks and physical inventories.
- Performing other duties as assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: AUDITOR CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- Vouching and verification.
- Collecting and retrieving documents to be audited.
- Assist in spot checks and physical inventories.
- Performing other duties as assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: AUDITOR CLASS V, SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

- Vouching and verification.
- Collating and retrieving documents to be audited.
- Performing preliminary exercise of pre-audit.
- Assist in spot checks and physical inventories.
- Performing other duties as assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

FINANCE OFFICERS CAREER (TREASURY)

POST: CHIEF FINANCE OFFICER CLASS I : SALARY SCALE P6

DUTIES AND RESPONSIBILITIES

- Head of Division with responsibility for financial operations or loans administration.
- Functioning as Assistant Treasurer or as Chief of Loans Administration Division.
- Designs, develops and advises on investment strategies and management of portfolio.
- Financial planning and forecasting.
- Advises on loans and management and policy.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: FINANCE OFFICER CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of section directly responsible to the Head of Division for the activities of a section. Initiates and advises on policies affecting his section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: FINANCE OFFICER CLASS III : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Heads a Unit and supervises the assignment of General Service officers in the section. In charge of specific subject.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: FINANCE OFFICER CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Participation in the execution of activities assigned to the different units within the Sections.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: FINANCE OFFICER CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Assists the Head of Section in the execution of all duties relating to the sections.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

SOCIAL AFFAIRS OFFICERS CADRE

POST: CHIEF OF SOCIAL AFFAIRS, OFFICER CLASS I :
SALARY SCALE F5

DUTIES AND RESPONSIBILITIES

Head of Social Affairs Division. Responsible directly to the Director for the organisation and coordination of the activities of the Sections in the Division.

Assists in the formulation and review of policies in social affairs at Community level. Responsible for discipline in the Division.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: SOCIAL AFFAIRS OFFICER CLASS II : SALARY SCALE F4

DUTIES AND RESPONSIBILITIES

Head of Section, responsible for specific subjects, initiates write-up of documents of Technical Commissions and Council related to subject in his schedule, preparation of budget for the Section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: SOCIAL AFFAIRS OFFICER CLASS III : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Takes charge of a unit in the Section. Preparation of period and annual reports. Preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: SOCIAL AFFAIRS OFFICER CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Collects and interprets data for use of senior officers. Making submissions and prepares draft letters on specific matters. Follow-up action.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: SOCIAL AFFAIRS OFFICER CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Generally the same duties performed, collection and interpreting data for use by the Social Affairs Officer Class IV but performing at a lower level.

QUALIFICATION AND EXPERIENCE

A Bachelor's degree with three (3) years relevant professional experience.

CULTURAL OFFICERS' CADRE

POST: CHIEF OF CULTURAL AFFAIRS, OFFICER CLASS I : SALARY
SCALE P5

DUTIES AND RESPONSIBILITIES

Head of Division, responsible to the Director for planning, organising and promoting the activities of the Section in the Division. Assists in the formulation and review of policies related to Cultural Affairs.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: CULTURAL OFFICER CLASS II : SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

Head of Section, responsible for specific subjects. Initiates write-ups of documents on Technical Commissions and Council relating to the subjects in his schedule. Preparation of annual budget for the Section. Advises on and initiates programmes and policy matters of the section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: CULTURAL OFFICER CLASS III : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Takes charge of a Unit in the Section; preparation of periodic and annual reports, and Council and Technical Commission documents.

POST: CULTURAL OFFICER CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Collects and interprets data for the use of Senior Officers. Makes submissions and prepares draft letters on specific matters. Follow-up action.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: CULTURAL OFFICER CLASS IV, SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Performs at a lower level the duties of a Cultural Affairs Officer, Class IV

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

INFORMATION OFFICERS CADRE

POST : CHIEF OF INFORMATION OFFICER CLASS I : SALARY GRADE P5

DUTIES AND RESPONSIBILITIES

Head of Division responsible directly to a Director the coordination and supervision of specific subjects assigned to the Division. Plans and organises strategy for the collection and dissemination of information. Assists and advises in policy formation and review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree and a minimum of ten (10) years relevant post qualification. Or a higher degree plus a minimum of eight (8) relevant post qualification experience.

POST : INFORMATION OFFICER CLASS II : SALARY GRADE P4

DUTIES AND RESPONSIBILITIES

Responsible to an information officer class I for the execution of specific subjects assigned to a Division, responsible as Head of Section for the supervision of Units. Assists with the formulation of work programmes and in the execution of same. Preparation of documents for Council and Technical Commission.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of eight (8) years post qualification experience.

POST : INFORMATION OFFICER CLASS III : SALARY GRADE P3

DUTIES AND RESPONSIBILITIES

Heads of a Unit in a Section, supervises the assignment of officers in the Units; contact with electronic and print media, monitoring of news items and reporting and commenting on same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with a minimum of six (6) years post qualification experience.

POST : INFORMATION OFFICER CLASS IV : SALARY GRADE P2

DUTIES AND RESPONSIBILITIES

Preparation of feature articles and information booklets.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with a minimum of four (4) years relevant post qualification experience.

POST : INFORMATION OFFICER CLASS V : SALARY GRADE P1

DUTIES AND RESPONSIBILITIES

Collecting and preparation of material for feature articles and information leaflets and booklets. Proof reading of information material.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with a minimum of three (3) years relevant post qualification experience.

TRADE OFFICERS CADRE

POST: CHIEF TRADE OFFICER, OFFICER CLASS I : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Division in charge of Trade matters. Responsible for the planning, execution, supervision and coordination of the duties and assignments and programmes related to Trade. Assist in policy formulation and options and the review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: TRADE OFFICER CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section, responsible to the Head of Trade Division for monitoring, follow-up action, execution of duties assigned to the Section. Preparation of memoranda for Technical Commissions and Council. Advises on programmes and policies related to subjects in his schedule.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: TRADE OFFICER CLASS III : SALARY SCALE B3

DUTIES AND RESPONSIBILITIES

Responsible to the Head of the Trade Section for specific subjects in trade: Preparation of Divisional estimates, Preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A Bachelor's degree five five (5) years relevant professional experience.

POST: TRADE OFFICER CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Responsible to the Head of Section for the activities of a Unit. Collection of data and analysis of same for use of Senior Officers. Preparation of reports of meetings.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four years relevant professional experience.

POST: TRADE OFFICER CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

The same duties as the Trade Officer Class IV but at a lower level.

TOURISM OFFICERS CADRE

POST : CHIEF OF TOURISM : SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

Head of Tourism Division responsible directly to the Director of the Department for the supervision and coordination of matters related to tourism. Participation in the formulation of policy and programmes on tourism and in the review of same.

QUALIFICATION AND EXPERIENCE

A first degree with a minimum of ten (10) years experience or a higher degree with a minimum of eight (8) years experience.

POST : TOURISM OFFICER CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section, responsible for specified subject(s) and the coordination of the activities of the units in the section. Assists in policy formulation on subject(s) assigned to the section. Preparation of memoranda for Technical Commissions and Council.

QUALIFICATION AND EXPERIENCE

A first degree plus a minimum of six (6) years relevant experience.

POST : TOURISM OFFICER CLASS III : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Heads a unit in a section, investigates and prepares reports in tourism, potentialities, supervision of work of junior officers.

QUALIFICATION AND EXPERIENCE

A first degree plus a minimum of five (5) years post qualification experience.

POST : TOURISM OFFICER CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Participation in simple tourism surveys Assist in the preparation of tourism survey reports.

Performing other related duties assigned.

QUALIFICATION AND EXPERIENCE

A first degree plus a minimum of four (4) years experience.

POST : TOURISM OFFICER CLASS V - SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Participating in tourism surveys. Assist in the preparation of reports.

Performing other related duties.

QUALIFICATION AND EXPERIENCE

A first degree plus a minimum of three (3) years experience.

CUSTOMS OFFICERS CADRE

POST: CHIEF OF CUSTOMS OFFICER CLASS I : SALARY SCALE E5

DUTIES AND RESPONSIBILITIES

Head of Division directly responsible to the Director for the coordination, planning, execution and monitoring of Customs matters. Initiates and advises on policies and programmes and review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: CUSTOMS OFFICER CLASS II : SALARY SCALE E4

DUTIES AND RESPONSIBILITIES

Head of Section. Responsible to the Head of Customs Division for the coordination, supervision, monitoring and execution of duties assigned to the Section. Preparation of Memoranda for Technical Commissions and Council

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: CUSTOMS OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Responsible to the Head of Section and handles specific subject in customs matters. Preparation of divisional estimates. Preparation of documents for statutory meetings.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: CUSTOMS OFFICER CLASS IV : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Collection of data and analysis of same. Preparation of reports of Departmental and Divisional meetings. Drafting letters on specific subjects. Follow up action.

A bachelor's degree with four (4) years relevant professional experience.

POST: CUSTOMS OFFICER CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Same as those of Officer Class IV but at a lower level.

A bachelor's degree with three (3) years relevant professional experience.

IMMIGRATION OFFICERS CARRE

POST: CHIEF OF IMMIGRATION, OFFICER CLASS I : SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

Head of Division, responsible for planning, implementation, monitoring and coordination of activities of the Division. Initiates and advises on policy programmes and review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: IMMIGRATION OFFICER CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section responsible to Head of Immigration Division. Monitors the implementation of assignments of the Section; preparation of memoranda for technical Commission and Council; performing any other related duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: IMMIGRATION OFFICER CLASS IV : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Responsible for specific subject(s) in the Unit. Preparation of Divisional estimates. Preparation of memoranda for Technical Commissions and Council.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: IMMIGRATION OFFICER CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Collection of data and analysis of same for use by senior officers. Preparation of reports of departmental and Divisional meetings. Follow-up action. Making submissions and preparing draft letters on specific subjects.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: IMMIGRATION OFFICER, CLASS V: SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Same as for P2 officer but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

INDUSTRIAL OFFICERS CADRE

POST: CHIEF INDUSTRIAL OFFICER, OFFICER CLASS I : SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

The Head of the Industry Division responsible to the Director. He is responsible for the coordination of activities of sections within the Division. Assists in the formulation and execution of policies and programmes and in the review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: INDUSTRIAL OFFICER CLASS II : SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

- Coordinates and supervises the activities of various units in the section. Preparation of Council and Technical Commissions memoranda
- Identifies, prepares and implements industrial programmes and projects.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: INDUSTRIAL OFFICER CLASS III - SALARY SCALE P3

DUTIES AND RESPONSIBILITIES:

- Responsible for specific subjects.
- Assist in the formulation and execution of programs.
- Preparation of divisional estimates.
- Preparation of memoranda for Technical Commissions and Council.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: INDUSTRIAL OFFICER CLASS IV - SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- Collection of data and analysis of same for use senior officers.

Preparation of reports of Departmental and Divisional meeting . Follow-up action, making submission and preparing draft letters on specific subjects.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: INDUSTRIAL OFFICER CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

The same as the Officer Class IV but on a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

FORESTRY OFFICERS CADRE

POST: CHIEF FORESTRY OFFICER, OFFICER, CLASS I ; SALARY SCALE E5

DUTIES AND RESPONSIBILITIES

The Head of the Natural Resources Division, directly responsible to the Head of the Department. He coordinates activities in forest and water resources and environment and advises on policy and programmes on related subjects and on the review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: FORESTRY OFFICER CLASS II ; SALARY SCALE E4

DUTIES AND RESPONSIBILITIES

- The Head of Water and Forest Resources Section; coordinates water and forest resources, fauna and environment.
- The preparation, implementation and regular assessment of programmes and projects within the sectors for which his section is responsible Preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: FORESTRY OFFICER CLASS III : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- He heads a Unit.
- Collection of data and analysis of same for use of senior officers;
- Preparation of memoranda for Council and Technical Commissions.
- Making submissions and preparing draft letters on specific subjects.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: FORESTRY OFFICER CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division or Section in carrying out specific assignments.
- Collection of information and data for reports.
- Recording meetings of Divisions and Departments.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience

POST: FORESTRY OFFICER CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division and Section in carrying out their duties.
- Other duties as for Class IV Officer but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

FISHERIES OFFICERS CADRE

POST: CHIEF OF FISHERIES, OFFICER CLASS I, SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

The Head of the Fishery Division responsible to the Director and Head of Department for the coordination of activities in the Fisheries Division. Initiates policies and programmes for this Division and he advises on the review of same.

Responsible for the organisation, implementation and assessment of programmes and projects.

POST: FISHERIES OFFICER CLASS II, SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section, responsible for specific subject(s). He coordinates the activities of the Units and participates in the formulation of policies and programmes related to subjects assigned to him. Preparation of memoranda for Council and Technical Commissions. Preparation of budgets estimate for the Section.

QUALIFICATION AND EXPERIENCE

A Bachelor's degree plus six (6) years relevant professional experience.

POST: FISHERIES OFFICER CLASS III, SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

To assist the Head of Section in the running of a Unit, Collection and analysis of data for use by senior officers, preparation of memoranda for Council and Technical Commissions.

QUALIFICATION AND EXPERIENCE

A Bachelor's degree plus five (5) years relevant professional experience.

POST: FISHERIES OFFICER CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division or Section in carrying out their duties.
- Take charge of some projects under supervision.
- Assist in collection and processing of fishery information.
- Preparation of Departmental and Divisional meeting reports.

QUALIFICATION AND EXPERIENCE

A Bachelor's degree plus four (4) years relevant professional experience.

POST: FISHERIES OFFICER CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division and Section in carrying out their duties.
- Collection and analysis of fishery information.
- Other related duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

AGRICULTURAL OFFICERS CADRE

POST: CHIEF AGRICULTURAL OFFICER CLASS I : SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

- The Head of the Agriculture Division, responsible to the Director of the Industry, Agriculture and Natural Resources Department. He is responsible for coordination of the executive policy and programmes on food crops, cash crops, plant protection, research, training and agricultural and food planning and development.

Assists in the formulation and execution of policies and review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: AGRICULTURAL OFFICER CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

He is Head of a Section responsible for specific subjects. Coordinates and supervises the activities of the Units in the Section. Preparation of Council and Technical Commission memoranda.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: AGRICULTURAL OFFICER CLASS III : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- Head of a Unit in the Section and handles specific subject(s)
- Collection of data and analysis of same for use by senior officers.
- Preparation of memoranda for Council and Technical Commissions.
- Preparation of annual budget of the Section.

POST: AGRICULTURAL OFFICER CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- To assist the Head of Section in carrying out his duties on specified subject.
- Collection and evaluation of agricultural data and information.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: AGRICULTURAL OFFICER, CLASS V : SALARY SCALE E1

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division and Section in carrying out their duties.
- Collecting and evaluating data and information.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: LIVESTOCK OFFICER CLASS III - SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- To assist the Head of Section in coordinating the activities of the Section, He is Head of a Unit responsible for specific subjects and projects.
- Preparation of Council and Technical Commission memoranda.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: LIVESTOCK OFFICER CLASS IV - SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- To assist the Head of Section in carrying out his duties,
- Collecting, evaluating data and information for use by senior officers.
- Other related duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: LIVESTOCK OFFICER CLASS V : SALARY SCALE E1

DUTIES AND RESPONSIBILITIES

Same as for Livestock Officer Class IV but at a lower level.

TRANSPORT OFFICERS CADEE

POST: CHIEF OF TRANSPORT OFFICER CLASS I : SALARY SCALE E5

DUTIES AND RESPONSIBILITIES

Head of Transport Division and is responsible to the Director of the Department of Transport, Communications and Energy for the effective and efficient running of his Division. Assists in policy formulation and review.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: TRANSPORTATION OFFICER CLASS II SALARY SCALE E4

DUTIES AND RESPONSIBILITIES

- Head of Transport Section, responsible to the Chief of Transport assisting him in the performance of his duties
- Responsible for specific subject(s) in the field of Transport and for the supervision of Units in the Section.
- Preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: TRANSPORTATION OFFICER CLASS III : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Head of a Unit. Responsible for specific subjects; preparation of Divisional Estimates, Technical Commissions and Council Memoranda. Assist in the preparation of programmes.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: TRANSLATION OFFICER CLASS IV; SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Collective of data and analysis of same for use by Senior Officers. Preparation of report of Divisional Meetings, follow up action.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four years relevant professional experience.

POST: TRANSPORTATION OFFICER CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

The same as for Officer Class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

COMMUNICATIONS OFFICERS CADRE

POST: CHIEF OF COMMUNICATIONS OFFICER CLASS I : SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

Head of the Communications Division and is responsible to the Director of the Department of Transport, Communications and Energy for the effective and efficient running of his Division. Initiates, advises on, and reviews policies and programmes related to Telecommunication and Postal Services.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: COMMUNICATIONS OFFICER CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Communications Section, handling specific subject(s). Responsible to the Chief of Communications Division for coordinating the activities of units within the Section. Preparation of Council and Technical Commissions memoranda. Preparation of work programme for the section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: OFFICER CLASS III : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Responsible for the specific subjects, preparation of Divisional Estimates; preparation of Council and Technical Commissions memoranda; preparation of annual budget.

POST: COMMUNICATIONS OFFICER CLASS IV : SALARY GRADE P2

DUTIES AND RESPONSIBILITIES

Collection of data and analysis of same. Preparation of reports of meetings. Other related duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: COMMUNICATIONS OFFICER CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

The same as those of Officer Class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

ENERGY OFFICERS CADRE

POST: CHIEF OF ENERGY OFFICER CLASS I : SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

Head of Energy Division and is responsible to the Director of the Department of Transport, Communications and Energy for coordination and organisation of the work of the Division. Advises and initiates policies and programmes and the review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: ENERGY OFFICER CLASS II : SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

Head of Section responsible for coordination of activities of units and responsible for specific subjects. Preparation of Memoranda for Council and Technical Commissions. Assists in the formulation of policies and programmes. Undertakes special studies.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: ENERGY OFFICER CLASS III - SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Heads a Unit. Directly responsible to the Head of Section. Handles specific subjects. Preparation of Divisional estimates and Council memoranda. Undertakes to supervision special studies.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: ENERGY OFFICER CLASS IV - SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Collection of data and analysis of same. Preparation of reports of meetings. Follow-up action.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience

POST: ENERGY OFFICER CLASS V - SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

The same as those for Officer Class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

ECONOMISTS CADRE

POST: CHIEF ECONOMIST, OFFICER CLASS I : SALARY SCALE BE

DUTIES AND RESPONSIBILITIES

Head of Division, to a Director responsible for the specific subject(s) and coordination of the activities of the Sections in the Division. Participates in policy formulation and drawing up and execution of Divisional programmes.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: ECONOMIST CLASS II : SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Takes charge of a Section as the Head and coordination of the activities of units in the Section; undertake studies, or research or financial and project analysis and evaluation. Preparation of documents for Statutory Meetings; preparation of work programme for the Section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: ECONOMIST CLASS III : SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Takes charge of a unit; collecting, analysing and interpreting economic and statistical data; undertake economic studies and surveys; coordinate and supervising activities of junior staff, project and financial analysis.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: ECONOMIST CLASS IV : SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Undertakes data and project analysis; devising methods for the collection and analysis of sectoral economic analysis and statistical data.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with four (4) years relevant professional experience.

POST: ECONOMIST CLASS V : SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Undertakes routine economic analysis, collects and collates of data for economic analysis; performs other related duties that may be assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

STATISTICIAN GRADE

POST: CHIEF STATISTICIAN : SALARY SCALE PG

DUTIES AND RESPONSIBILITIES

Head of Statistics Division; responsible for the development of statistics; supervision of the activities of the Division in the field of socio-economic statistics etc. Initiates and advises on work programmes and policies on statistics.

Any other duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: STATISTICIAN CLASS II : SALARY SCALE PA

DUTIES AND RESPONSIBILITIES

Head of Section responsible for specific subjects and assists in the organisation and development relevant to the need of a Department.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: STATISTICIAN CLASS III : SALARY SCALE PS

DUTIES AND RESPONSIBILITIES

Responsible for a unit in the Division. Assisting in statistical development and staff training. Undertakes statistical studies in complex study areas.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: STATISTICIAN CLASS IV : SALARY SCALE PS

DUTIES AND RESPONSIBILITIES

- Collecting, processing, analysing and presenting statistical data.
- supervising and directing the work of statistical assistant .
- Planning and directing statistical enquiries and investigations.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: STATISTICIAN CLASS V : SALARY SCALE PS

DUTIES AND RESPONSIBILITIES

Undertakes research into statistical methods.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

COMMUNITY COMPUTER CENTRE

POST : DIRECTOR + SALARY SCALE D

DUTIES AND RESPONSIBILITIES

- Administrative and Technical Head of the Centre.
- Responsible for the general supervision, orientation, motivation, coordination and monitoring of the activities of the Centre.
- Initiates and advises on the formulation and reviews of policies on computing related matters in ECOWAS Institutions.
- Prepares annual budget for the Centre.
- Prepares annual budget for the Centre.
- Submits progress and annual reports on programme to relevant Commissions of ECOWAS.
- Collaborates with national, sub-regional and International Institutions in defining cooperation programmes.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in Informatics or related discipline plus twelve (12) years relevant professional experience

OR

A higher degree or equivalent professional certificate in Informatics or related discipline plus ten (10) years relevant professional experience.

COMPUTER OFFICER GRADE

POST : CHIEF COMPUTER OFFICER, OFFICER CLASS I
SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

- Head of a Division
- Responsible for the planning, execution, supervision and follow-up of the duties or missions related to the Division.
- Assist the Director in policy formulation and review.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in Informatics plus ten (10) years relevant professional experience

OR

A higher degree or equivalent professional certificate in informatics plus eight (8) years relevant professional experience.

POST : COMPUTER OFFICER, CLASS II, SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

- Head of Section, responsible to a Head of Division for monitoring follow-up action and execution to duties assigned to the Section.
- Prepares memoranda for Technical Commissions and Council.
- Advises on Programmes and policies related to subject in his schedule.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in informatics plus six (6) years relevant professional experience.

POST : COMPUTER OFFICER, CLASS III, SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- Responsible to a Head of Section for the activities of a Unit.
- Prepares Divisional estimates
- Assists in preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in informatics plus five (5) years relevant professional experience.

POST : COMPUTER OFFICER, CLASS IV, SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- Responsible to a Head of Unit for specific subjects.
- Prepares reports of meetings.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in informatics plus four (4) years relevant professional experience.

POST : COMPUTER OFFICER, CLASS V, SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

- Same as duties of computer officer class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in informatics plus two (2) years relevant professional experience.

ANNEX V

FORMER OF SERVICE: GENERAL SERVICE STAFF

ADMINISTRATIVE ASSISTANT CAREER

POST: ADMINISTRATIVE ASSISTANT GRADE I : SALARY SCALE GS

DUTIES AND RESPONSIBILITIES

TECHNICAL Charge of specified subject(s) within a Unit or Section. Supervising dealing with general administration, personnel, conference or protocol matters, supervising the work of a number of staff in the Unit or Section. Performing other related duties.

QUALIFICATION AND EXPERIENCE

West African School Certificate plus appropriate professional training leading to award of a certificate or a recognised equivalent certificate in administration plus at least seven years experience

POST: ADMINISTRATIVE ASSISTANT GRADE II : SALARY SCALE GS

DUTIES AND RESPONSIBILITIES

Taking charge, under supervising of specific subjects in General Administration, Personnel, Conference or Protocol Units Handling routine correspondence on subjects in his schedule.

QUALIFICATION AND EXPERIENCE

West African School Certificate or its equivalent plus a professional course leading to award of a certificate plus at least six years post qualification experience.

POST: ADMINISTRATIVE ASSISTANT GRADE III : SALARY SCALE GA

DUTIES AND RESPONSIBILITIES

Application of staff regulations and rules. Circulare in treating specified subjects assigned to him in matters related to Personnel, General Administration, Protocol or Conference duties.

QUALIFICATION AND EXPERIENCE

West African Certificate or equivalent, plus a professional course leading to an award of a certificate, and at least five years experience.

CLERICAL OFFICER CAREER

POST: CLERK GRADE I : SALARY SCALE GB

DUTIES AND RESPONSIBILITIES

Taking charge of a Registry; supervising and training junior officers. Performing auditing or accounting duties assigned. Taking inventory and stock of community property. Rendering routine returns in respect of staff vacation leave etc. Performing other related duties that may be assigned.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent plus a recognised professional training with at least four years relevant experience.

POST: CLERK GRADE II : SALARY SCALE G2

DUTIES AND RESPONSIBILITIES

Performing clerical duties under supervision, in organisational units such as :- Correspondence Registry, Accounts Office, Audit Office, Library, Transport Pool and other related assignment.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent, plus some recognised training, with three years post qualification experience.

POST: CLERK GRADE III : SALARY SCALE G1

DUTIES AND RESPONSIBILITIES

Performing clerical duties in Correspondence Registry, Accounts office, Audit office, Library. Performing other related duties that may be assigned;

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent plus at least two years experience.

POST: CLERK GRADE II : SALARY SCALE G2

DUTIES AND RESPONSIBILITIES

Performing clerical duties under supervision, in organisational units such as :- Correspondence Registry, Accounts Office, Audit Office, Library, Transport Pool and other related assignment.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent, plus some recognised training, with three years post qualification experience.

POST: CLERK GRADE III : SALARY SCALE G1

DUTIES AND RESPONSIBILITIES

Performing clerical duties in Correspondence Registry, Accounts office, Audit office, Library. Performing other related duties that may be assigned;

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent plus at least two years experience.

TECHNICAL OFFICER CADRE

TECHNICAL OFFICER GRADE I : SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

Supervising and coordinating the maintenance and repairs activities. Assists in preparation of estimates for any repairs and maintenance and for simple civil or electrical works. Monitoring construction works of community institution.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or equivalent with at least seven years practical post qualification experience.

POST: TECHNICAL OFFICER GRADE II : SALARY SCALE G5

DUTIES RESPONSIBILITIES

Preparing sketches and drawings for simple constructions and renovation or electrical works. Field reports on community construction projects. Monitoring or maintenance works and taking charge of building or electrical works. Supervision of junior staff.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or the equivalent with at least six years practical post qualification experience.

POST: TECHNICAL OFFICER CLASS III : SALARY SCALE GA

DUTIES AND RESPONSIBILITIES

Carrying out inspection, maintenance, repairs of buildings or maintenance, repairs, overhauling of electrical installations, equipment or electronic equipment. Prepare estimates for works or renovation or electrical installation or electronic equipment.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or its equivalent with at least five years practical post qualification experience.

TECHNICAL ASSISTANT CADRE

POST: TECHNICAL ASSISTANT GRADE I : SALARY SCALE GB

DUTIES AND RESPONSIBILITIES

Undertaking simple drawings and taking charge of minor construction works, preparing simple bills of quantity, or undertaking simple electrical installations. Fittings and drawings: or maintenance and repair of electronic equipment.

QUALIFICATION AND EXPERIENCE

Trade test Certificate of a government recognised institution with at least 4 years post qualification experience.

POST: TECHNICAL ASSISTANT GRADE II - SALARY SCALE G2

DUTIES AND RESPONSIBILITIES

Supervise and direct artisans in maintenance and renovation works or in simple electrical installation and fittings; monitoring the minor works done by counterparts and certification of satisfactory completion of such minor works; maintenance and repair of electronic equipment.

QUALIFICATION AND EXPERIENCE

Trade Test Certificate of a government recognised institution with at least three post qualification experience.

POST: TECHNICAL ASSISTANT GRADE III - SALARY SCALE G1

DUTIES AND RESPONSIBILITIES

Maintenance and repairs of electrical or electronic equipment; market survey of spare parts for maintenance of building, electrical and electronic equipment; simple maintenance and repairs of equipment and building.

QUALIFICATION AND EXPERIENCE

Trade Test Certificate of a government recognised institution with at least two years of practical post qualification experience.

ACCOUNTING ASSISTANT CADRE

POST: ACCOUNTING ASSISTANT GRADE I - SALARY SCALE RS

DUTIES AND RESPONSIBILITIES

Assisting in the preparation final accounts and book-keeping; bank reconciliation, cash flow reports, supervision of a number of accounting assistants and accounts clerk.

QUALIFICATION AND EXPERIENCE

BAC G2 or Ordinary National Diploma or the equivalent with a minimum of seven years relevant post qualification experience.

POST: ACCOUNTING ASSISTANT GRADE II - SALARY SCALE RS

DUTIES AND RESPONSIBILITIES

Assisting in the preparation of accounts and book-keeping, taking charge of pay-roll.

QUALIFICATION AND EXPERIENCE

BAC or Ordinary National Diploma or the equivalent with a minimum of six years relevant post qualification experience.

POST: ACCOUNTING ASSISTANT GRADE III - SALARY SCALE G4

DUTIES AND RESPONSIBILITIES

Assisting in the preparation of accounts and book-keeping.

QUALIFICATION AND EXPERIENCE

BAC or Ordinary National Diploma or the equivalent with at least five years relevant post-qualification experience.

AUDIT ASSISTANT CADRE

POST: AUDIT ASSISTANT GRADE I : SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

Taking charge of a Section under the direction of a senior officer, supervising and coordinating the work of junior officers.

QUALIFICATION AND EXPERIENCE

The Higher National Diploma (Accounts) or its equivalent with at least seven years post qualification experience.

POST: AUDIT ASSISTANT GRADE II : SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

Taking charge of a unit. Posting examining vouchers and claims. Assist senior officers in the investigation duties.

QUALIFICATION AND EXPERIENCE

The Higher National Diploma (Accounts) or its equivalent with at least six years practical post qualification experience.

POST: AUDIT ASSISTANT GRADE III - SALARY SCALE GA

DUTIES AND RESPONSIBILITIES

Vetting and checking of payment vouchers and claims; auditing of stores, checking accounts and records of community institutions.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma with a least five years post qualification experience.

PROCUREMENT OFFICERS CAREER

POST: PROCUREMENT OFFICER GRADE I - SALARY SCALE GG

DUTIES AND RESPONSIBILITIES

Responsible for the Unit, under the supervision of a Senior Officer. Purchasing materials and equipment. Advising on best possible market for purchase. Market survey.

QUALIFICATION AND EXPERIENCE

BAC G2 or a Diploma in Purchasing and Supply or in Store keeping or their equivalents. A minimum of seven years post qualification experience.

POST: PROCUREMENT OFFICER GRADE II - SALARY SCALE GS

DUTIES AND RESPONSIBILITIES

Purchasing materials and equipment; keeping records of purchases; market survey.

QUALIFICATION AND EXPERIENCE

BAC 05 or a Diploma in Purchasing and Supply or in Store keeping or the equivalent. A minimum of six years post qualification experience.

SECRETARIAL CAREER

POST: BILINGUAL SECRETARY GRADE I : SALARY SCALE 06

DUTIES AND RESPONSIBILITIES

Perform secretarial duties in both English and French languages i.e. taking short-hand and transcribing, typing, receiving correspondence and filing. Translation of simple documents.

QUALIFICATION AND EXPERIENCE

BAC or West African School Certificate or its equivalent with a BGS Diploma or a Diploma in Bilingual Secretarial Study plus typewriting/Short-hand speed of 100/50 words per minute in the first language and 80/35 words per minute in the second language. At least seven years experience.

POST: BILINGUAL SECRETARY GRADE II : SALARY SCALE 05

DUTIES AND RESPONSIBILITIES

Perform secretarial duties in both English and French languages i.e. taking shorthand and transcribing, typing receiving correspondence and filing. Translation of simple documents.

QUALIFICATION AND EXPERIENCE

BAC or West African School Certificate or its equivalent with a BTS Diploma or a Diploma in Bilingual Secretarial study plus a typewriting/Shorthand speed of 100/50 words per minute in the first language and 80/35 words per minute in the second language. At least six years post qualification experience.

POST: CONFIDENTIAL SECRETARY GRADE I : SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

Taking shorthand and transcribing in one of the two working languages English and French. Performing other Secretarial duties.

QUALIFICATION AND EXPERIENCE

Diploma in Secretarial Studies with shorthand/typewriting speed of 120/50 or 100/50 words per minute. At least eight years post qualification experience for 100/50 words per minute and six years for 120/50 words per minute.

POST: CONFIDENTIAL SECRETARY GRADE II : SALARY GRADE G5

DUTIES AND RESPONSIBILITIES

Taking shorthand and transcribing in one of the two working languages i.e. English and French. Performing other Secretarial Duties.

QUALIFICATION AND EXPERIENCE

Diploma in Secretarial Studies and 100/50 words per minute in shorthand/typing. At least six years post qualification experience.

POST: STENOGRAPHER: SALARY SCALE 24

DUTIES AND RESPONSIBILITIES

Taking shorthand and transcribing in one of the two official languages i.e. English and French. Performing other Secretarial duties.

QUALIFICATION AND EXPERIENCE

BAC 03 or Secondary Commercial Certificate or its equivalent with shorthand-typing speeds of 30/35 words per minute. A minimum of five years relevant post qualification experience.

BILINGUAL TYPIST GRADE

POST: BILINGUAL TYPIST GRADE 1 : SALARY SCALE 24

DUTIES AND RESPONSIBILITIES

Typing in both languages and filing.

QUALIFICATION AND EXPERIENCE

BEPG or an equivalent diploma in addition a CAP certificate or a commercial secondary school certificate plus a typing speed of 50 words per minute in the first language and 30 words per minute in the second language. At least five years relevant post qualification experience.

POST: BILINGUAL TYPIST GRADE II : SALARY SCALE G3

DUTIES AND RESPONSIBILITIES

Typing in both languages and filing.

QUALIFICATION AND EXPERIENCE

General Certificate of Education (Ordinary Level) or equivalent plus a typing speed of 40 words per minute in the first language and 30 words per minute in the second. A minimum of four years relevant post-qualification experience.

STORES OFFICERS CADRE

POST: STORES OFFICER GRADE : SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

Taking charge of stores. Ensures adequate stocks of materials, supplies and equipment. Safekeeping of stocks. Receiving and issuing materials. Conducting periodic survey and checking stores. Periodic report on stores.

QUALIFICATION AND EXPERIENCE

BAC G2 or a Diploma in Purchasing and Supply or Storekeeping or their equivalent. At least seven years relevant post qualification experience.

POST : STORES OFFICER GRADE II : SALARY SCALE G5

Supervision of Store Clerks. Monitoring stocks of materials, Supplies and Equipment. Receiving and issuing materials, taking charge of store records.

QUALIFICATION AND EXPERIENCE

BAC G5 or a Diploma in Purchasing and Supply or Storekeeping or their equivalents. A minimum of six years relevant post qualification experience.

POST: STORES OFFICER GRADE III : SALARY SCALE G4

DUTIES AND RESPONSIBILITIES

Receiving and issuing stocks. Checking stores and reviewing stock position. Planning storage bin.

QUALIFICATION AND EXPERIENCE

BAC G3 or a Diploma in Purchasing and Supply or Storekeeping or their equivalents. A minimum of five years relevant post qualification experience

LIBRARY ASSISTANT CADRE

POST: LIBRARY ASSISTANT GRADE I : SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

Supervision of reference and information service. Cataloging, searching, preparation of exhibits. Any other relevant assignment.

QUALIFICATION AND EXPERIENCE

Diploma in Librarianship or equivalent. A minimum of seven (7) years relevant post qualification experience.

POST: LIBRARY ASSISTANT GRADE II - SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

Book order, checking of acquisition from book selection tools. Preparation of subject orientated statistical records. Newspaper cuttings.

QUALIFICATION AND EXPERIENCE

Diploma in Librarianship or equivalent. A minimum of six (6) years relevant post qualification experience.

POST: LIBRARY ASSISTANT, CLASS III, GA

DUTIES AND RESPONSIBILITIES

Providing simple reference information service. Routine cataloging and searching, maintenance of general library records. Preparation library exhibitions.

QUALIFICATION AND EXPERIENCE

Part I of profession Librarianship examination, with a minimum of five (5) years relevant post qualification experience.

DOCUMENTATION ASSISTANT CADRE

POST: DOCUMENTATION ASSISTANT GRADE I : SALARY SCALE 06

DUTIES AND RESPONSIBILITIES

Responsible, under supervision of a Senior Officer, for the Council Secretariat. Preparation of documents for statutory meetings. Taking charge of the reprographic Unit and the Secretariat Pool.

QUALIFICATION AND EXPERIENCE

Diploma in General Secretarial Studies, or General Certificate of Education (Ordinary Level) or Ordinary National Diploma (Business Studies) plus a minimum of seven years experience. Fluency in one official language and ability to work in the second.

POST: DOCUMENTATION ASSISTANT GRADE II : SALARY SCALE 05

DUTIES AND RESPONSIBILITIES

Proof-reading of documents; Reproduction of documents in the Reprographic Unit; Preparing documents for statutory meetings for desktop; Operating the reprographic equipment.

QUALIFICATION AND EXPERIENCE

West African School Certificate or its equivalent with a minimum of six years post qualification experience.

POST: DOCUMENTATION ASSISTANT GRADE III : SALARY SCALE GA

DUTIES AND RESPONSIBILITIES

Proof reading of documents; reproduction of documents, preparation of documents for statutory meetings.

QUALIFICATION AND EXPERIENCE

West African School or its equivalent plus a minimum of five years post qualification experience.

TELEX OPERATOR CADRE

POST: TELEX OPERATOR GRADE I : SALARY SCALE GA

DUTIES AND RESPONSIBILITIES

Operation of Telex machine: sending and receiving telex messages; keeping records of messages received and despatched; ensuring proper and regular maintenance of telex equipment.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent; a minimum of five years experience in telex operation. Proficiency in one official language and a working knowledge of the second.

POST: TELEX OPERATOR GRADE II : SALARY SCALE GA

DUTIES AND RESPONSIBILITIES

Operation of telex machine: sending and receiving telex messages; keeping records of messages received and despatched;

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent. A minimum of four years experience in telex operation. Proficiency in one official language and a working knowledge of the other.

TELEPHONE OPERATOR/RECEPTIONIST CADRE

POST: TELEPHONE OPERATOR/RECEPTIONIST GRADE I : SALARY SCALE GA

DUTIES AND RESPONSIBILITIES

Operation of telephone switchboard, ensuring switch board is properly maintained.

QUALIFICATION AND EXPERIENCE

West African School Certificate, BEPC or equivalents. A minimum of five years experience in switchboard operation. Proficiency in one official language and ability to work in the second.

POST: TELEPHONE OPERATOR/RECEPTIONIST GRADE II : SALARY SCALE GB

DUTIES AND RESPONSIBILITIES

Operation telephone switchboard. Ensuring switchboard and equipment are properly maintained.

QUALIFICATION AND EXPERIENCE

West African Sokol Certificate, BEFC or equivalent and a minimum of four years experience in telephone switchboard operation. Proficiency in one official language and a working knowledge of the other.

POST: TELEPHONE OPERATOR/RECEPTION GRADE III : SALARY SCALE 02

DUTIES AND RESPONSIBILITIES

Operating telephone switchboard, ensuring switchboard and equipment are properly maintained.

QUALIFICATION AND EXPERIENCE

West African Sokol Certificate, BEFC, or equivalent with a minimum of three years experience in switchboard operation. Proficiency in one official language and ability to work in the second.

STATISTICAL ASSISTANTS CADRE

POST: STATISTICAL ASSISTANT GRADE I : SALARY SCALE 06

DUTIES AND RESPONSIBILITIES

Coordinating the work of Statistical Assistants. Compilation of statistical information. Directing field surveys. Preparing reports on field surveys.

QUALIFICATION AND EXPERIENCE

At least Ordinary National Diploma or equivalent in statistics, HND in Statistics and any post secondary training in a national statistical training school. A minimum of seven years post qualification experience in a Statistical organisation, or Research institution.

POST: STATISTICAL ASSISTANT GRADE II : SALARY SCALE 05

DUTIES AND RESPONSIBILITIES

Compilation of statistical data. Supervision of the work junior staff.

QUALIFICATION AND EXPERIENCE

At least Ordinary National Diploma or equivalent in Statistics, H.N.D. in Statistics and any Post Secondary Training in a National Statistical Training School. A minimum of six years relevant post qualification experience.

POST: STATISTICAL ASSISTANT GRADE III: SALARY SCALE GA

DUTIES AND RESPONSIBILITIES

Compilation of Archaic data. Directing field survey in the field.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or equivalent in Statistics, H.M.D in Statistics and any Post Secondary Training in a National Statistical Training School. A minimum of five years relevant post qualification experience.

POST: STATISTICAL ASSISTANT GRADE IV: SALARY SCALE G1

DUTIES AND RESPONSIBILITIES

Compilation of statistical data. Editing and processing statistical data collected.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or equivalent in Statistics or any Post secondary training in a National Statistical Training School. A minimum of four years relevant post qualification experience.

DATA PROCESSING OFFICER CADRE

POST : DATA PROCESSOR CADRE I, SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

- Responsible for day to day operation of computer equipment and personnel.
- Supervises and coordinates supplies, data preparation and computer operations.
- Maintains schedules for data processing work.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent plus a diploma in data processing with seven years relevant experience.

POST : DATA PROCESSOR CADRE II, SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

- Manages the operation of computer equipment.
- Supervises data preparation, coding verification and related operations.
- Maintains schedules for data processing work.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent plus a diploma in data processing with a minimum of six (6) years relevant experience.

POST : DATA PROCESSOR CADRE III SALARY SCALE GA

DUTIES AND RESPONSIBILITIES

- Controls and coordinates all operational facilities through supervision of library activities production control procedures and operating standards.
- Assists in developing and enforcing operational procedures and standards.
- Monitors accuracy and completion of important documents and output reports.
- Maintain schedules of data collection from user departments.

QUALIFICATION AND EXPERIENCE

West African School Certificate plus a diploma in data processing with a minimum of six (6) years relevant experience.

DATA PROCESSING ASSISTANT CADRE

POST : DATA PROCESSING ASSISTANT, GRADE I, SALARY SCALE R3

DUTIES AND RESPONSIBILITIES

- Manages job queue, computer operation and error recovery
- Supervises shift work
- Operates data processing and associated equipment
- Log and report equipment malfunction
- Supervises editing and control of data entry and coded forms.

QUALIFICATION AND EXPERIENCE

West African School Certificate or its equivalent plus a diploma in data processing with four (4) years minimum relevant experience

POST : DATA PROCESSING ASSISTANT, GRADE II, SALARY SCALE R2

DUTIES AND RESPONSIBILITIES

- Operation of data processing equipment
- Shift work.

QUALIFICATION AND EXPERIENCE

WASC, BEPC or equivalent, a certificate in data processing operations plus a minimum of three (3) years relevant experience.

POST : DATA PROCESSING ASSISTANT, GRADE III, SALARY SCALE GI

DUTIES AND RESPONSIBILITIES

= Operation of data processing equipment.

QUALIFICATION AND EXPERIENCE

WASC, BEPC or equivalent plus certificate in data processing operations with a minimum of two (2) years relevant experience.

ANNEX VI

CLASSIFICATION OF AUXILIARY STAFF

MOTOR DRIVER CADRE

POST: MOTOR DRIVER GRADE I, SALARY SCALE M7

DUTIES

Assisting Transport Officer in record of lubricant and fuel consumption. Driving a motor vehicle assigned to him. Keeping an up-to-date log book of movement of the vehicle and promptly reporting faults and defects detected. Supervising the disposition of Drivers and vehicles. Ensuring proper care of the vehicle.

QUALIFICATION AND EXPERIENCE

Professional Motor Driver's license plus Trade Test Class I certificate. A minimum of 10 years driving experience.

POST: MOTOR DRIVER GRADE II, SALARY SCALE M6

DUTIES

Driving with care a motor vehicle assigned to him. Keeping an up-to-date log book of movement of the vehicle and reporting promptly any faults or defects detected.

QUALIFICATION AND EXPERIENCE

A professional Motor Driver's license and Trade Test Certificate Class I plus a minimum of eight years driving experience.

POST: MOTOR DRIVER GRADE III : SALARY SCALE M5

DUTIES

Driving with care a motor vehicle assigned to him. Keeping an up-to-date log book of movement of vehicle. Reporting promptly faults or defects detected. Ensuring proper care of the vehicle.

QUALIFICATION AND EXPERIENCE

A professional Motor Driver's License plus a Trade Test Class I Certificate plus a minimum of six years driving experience.

POST: MOTOR DRIVER GRADE IV : SALARY SCALE M4

DUTIES

Driving with care a motor vehicle assigned to him. Keeping an up-to-date log book of movement of vehicle. Reporting promptly any faults or defects detected. Ensuring proper care of the vehicle.

QUALIFICATION AND EXPERIENCE

A professional Motor Driver's License plus a Trade Test Class with a minimum of four years driving experience.

MESSENGER CADRE

POST: MESSENGER GRADE I : SALARY SCALE M4

DUTIES

Moving files and documents from officer's desks. Carrying and delivering letters, article and messages. Recording movement of files and documents and to and from officers' desks. Ensuring the cleanliness of officers' room.

QUALIFICATION AND EXPERIENCE

A minimum of four attendance at a Secondary School plus service experience as a messenger.

POST: MESSENGER GRADE II : SALARY SCALE M3

DUTIES

Moving files and documents from officers desks. Carrying and delivering letters, articles and messages. Recording movement of files and documents to and from officers' desks. Ensuring cleanliness of officers' room.

QUALIFICATION AND EXPERIENCE

A minimum of four years attendance at a Secondary School plus some experience of service as a Messenger.

POST: MESSENGER GRADE III : SALARY SCALE M2

DUTIES

Moving files and documents from officers' desks. Carrying and delivering letters articles and messages. Recording movements of files and documents to and from Officers' desks.

QUALIFICATION

A minimum of four years attendance at a Secondary School.

PORTER CADRE

POST: CHIEF PORTER : SALARY SCALE M8

DUTIES

Head of Porters and Security Guards. Prepares duty roster for all Security Guards and Porters and their disposition. Custody of keys of office buildings. Record movement of keys and persons. Regular rounds of visit to check security guards and watchmen.

QUALIFICATION

A minimum of four years Secondary School Education with evidence of training in a security job for at least eight years.

POST: PORTER GRADE I : SALARY SCALE M5

DUTIES

Taking charge of entrance to office buildings and controlling movement of visitors to the officers. Taking custody of office building and motor vehicle keys and keeping a register for such keys.

QUALIFICATION

A minimum of four years of Secondary School education and evidence of security training with at least six years experience.

POST: PORTER GRADE II : SALARY SCALE M1

DUTIES

Taking charge of entrance to office buildings and controlling movement of visitors to the office. Taking custody of office and motor vehicle keys and keeping a register of such keys.

QUALIFICATION

A minimum of four years of Secondary School education plus evidence of security training with at least four years experience.

SECURITY GUARD CADRE

POST: SECURITY GUARD GRADE I : SALARY SCALE M1

DUTIES

Supervising a number of watchmen in an office building. Keeping records of movement of persons and vehicles entering and leaving the premises of an office building. Checking vehicles and suspected visitors and employees in office premises. Supervising a number of security guards.

QUALIFICATION

First School Leaving Certificate with evidence of security training plus a minimum of five years experience.

POST: SECURITY GUARD GRADE II : SALARY SCALE M2

Keeping records of movement of persons and vehicles entering and leaving the premises. Searching vehicles and suspected visitors and employees in the office premises.

QUALIFICATION

A First School Leaving Certificate with a training in security job plus a minimum of three years experience.

WATCHMAN CADRE

POST: HEAD WATCHMAN : SALARY SCALE M2

DUTIES

Watching office and residential buildings. Manning the gates at office and residential buildings.

QUALIFICATION

Mental and physical fitness.

POST: WATCHMAN : SALARY SCALE M1

DUTIES

Watching office and residential buildings. Manning gates of office and residential buildings.

QUALIFICATION

Mental and physical fitness

ARTISAN/CRAFTSMAN/MECHANICIAN CADRE

POST: FOREMAN : SALARY SCALE M1

DUTIES

Supervising and coordinating of the operation of several work units employing skilled tradesmen in a variety of trades. estimation of job time and material requirements. Coordinate workshop activities.

POST: ARTISAN GRADE I : SALARY SALARY SCALE M2

DUTIES

Supervision of skilled tradesmen engaged in repairs of buildings, vehicles, machines, furniture.

QUALIFICATION

Trade Test Certificate Class I plus a minimum of eight years experience.

POST: ARTISAN GRADE II : SALARY SCALE M3

DUTIES

Performing complex individual trades job, requiring estimating and reading drawings and specifications. Determining work procedure. Preparing record of work done. Providing a lead hand.

QUALIFICATION

Trade Test Class plus a minimum of six years experience.

POST: ARTISAN GRADE III : SALARY SCALE M4

Assisting in the performance of routine trade jobs that require fabrication, installation and maintenance or repair of buildings, vehicles, machines and equipment

QUALIFICATION

Trade Test Class II certificate or Craft Certificate from a recognised institution with a minimum of four years experience.

COOK CADRE

POST: CHIEF COOK : SALARY SCALE M5

DUTIES

Preparation of meals. Cleaning and washing kitchen utensil and kitchen. Keeping kitchen utensils. Supervising the activities of a number of cooks.

QUALIFICATION

Primary School Leaving Certificate, ability to read and write simple English or French plus at least six years relevant experience.

POST: COOK GRADE I - SALARY SCALE MA

DUTIES

Preparing of meals. Cleaning of kitchen and kitchen utensils. Performing related duties.

QUALIFICATION

Primary School Leaving Certificate. Ability to read and write simple English or French plus a minimum of four years relevant experience.

POST: COOK GRADE III - SALARY SCALE MR

DUTIES

Preparing meals. Cleaning of kitchen and kitchen utensils. Performing related duties.

QUALIFICATION

Primary School Leaving Certificate. Ability to write and read simple English or French plus a minimum of two years relevant experience.

STEWARD CAREER

POST: HEAD STEWARD RD - SALARY SCALE MA

DUTIES

Supervising the activities of a number of stewards. Keeping records of stock of drinks and beverages. Ensuring stewards are adequately supplied with uniform.

QUALIFICATION

Primary School Leaving Certificate with a minimum of four years experience.

POST: STEWARD GRADE I : SALARY SCALE M3

DUTIES

Serving meals and drinks and laying tables. Blending wine. Cleaning and washing linen, crockery, cutlery and other material used in serving. Keeping living and bedrooms tidy. Keeping record of stock of drinks. Performing other related duties.

QUALIFICATION

Ability to read and write simple English or French with a minimum of two years relevant experience.

POST: STEWARD GRADE II : SALARY SCALE M2

DUTIES

Serving meals and drinks and laying tables. Cleaning and washing crockery, cutlery and other serving materials and equipment. Keeping living and bedrooms clean.

QUALIFICATION

Ability to read and write simple English or French with a minimum of one year relevant experience.

CLEANER CARRE

POST: HEAD CLEANER : SALARY SCALE M3

DUTIES

Supervision of the activities of number of cleaners. Cleaning offices, closets and office premises. Performing other related duties.

QUALIFICATION

Ability to read and write simple English or French. Mental and physical fitness.

POST: CLEANER GRADE : SALARY SCALE M2

DUTIES

Cleaning offices, closets and office premises. Performing other related duties.

QUALIFICATION

Ability to read and write simple English or French. Mental and physical fitness.

POST: CLEANER GRADE II : SALARY SCALE M1

DUTIES

Cleaning offices, closets and office premises. Performing other related duties.

QUALIFICATION

Ability to read and write simple English or French. Mental and physical fitness.

GARDENER GRADE

POST: HEAD GARDENER : SALARY SCALE M5

DUTIES

Supervising the activities of a number of Gardeners. Growing of flowers and shrubs. Maintaining existing flower garden by applying suitable material. Maintaining lawns and clearing of premises.

QUALIFICATION

A suitable able-bodied candidate with at least four years experience in gardening.

POST: GARDENER : SALARY SCALE M0

DUTIES

Performing horticultural duties, like growing of flowers and shrubs. Maintaining existing flower gardens and lawns by applying suitable material.

QUALIFICATION

A suitable able-bodied candidate.

Duplicator Grade

POST: Duplicator Grade : SALARY SCALE M2

DUTIES

Reproduction of documents with photocopier or duplicating machine. Minor repairs of machines used.

QUALIFICATION

A minimum of First School Leaving Certificate with at least four years experience in document reproduction.

DUTIES

Responsible for operating and maintaining photocopier or duplicating machine.

QUALIFYING

A minimum of First School Leaving Certificate.

LIFT ATTENDANT CADRE

POST: HEAD LIFT ATTENDANT / SALARY SCALE M2

DUTIES

Supervising a number of Lift Operators. Operating the lifts. Cleaning the lifts.

QUALIFICATION

First school Leaving Certificate plus four years experience in lift operation.

POST: LIFT OPERATOR / SALARY SCALE N

DUTIES

Operating lifts and ensuring lifts are clean.

QUALIFICATION

First School Leaving Certificated with a minimum of one year experience in lift operation.

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER, 1991

DECISION C/DEC 3/11/91 APPROVING THE BUDGET OF THE EXECUTIVE SECRETARIAT FOR THE YEAR 1992

THE COUNCIL OF MINISTERS,

MINDFUL of Article 5 of the ECOMOGS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Article 63 of the Treaty on the Budget of the Community;

HAVING EXAMINED the draft budget proposed by the Administration and Finance Commission for the year 1992;

DECIDES :

Article 1

The budget of the Executive Secretariat for the 1992, fiscal year balanced out in receipt and expenditure at Seven Billion Five Hundred and Seventy-three Thousand Nine Hundred Units of Account (7,573,900 UA) is hereby approved.

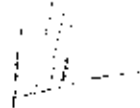
Article 2

An amount of Seven million Two Hundred and Five Thousand Nine Hundred Units of Accounts (7,205,000 EA) shall be derived from the annual contributions of member States while the remaining amount of Three Hundred and Sixty-Eight Thousand Units of Accounts (368,000 U.A.) shall be obtained from internal sources.

Article 3

This decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each member State.

DONE AT LUXE THIS 20TH DAY OF NOVEMBER 1957



Hon. Jean Paul DIAS
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1991

DECISION C/DEC 4/11/91 APPROVING THE FINANCIAL ACCOUNTS OF THE
COMMUNITY FOR THE 1990 FINANCIAL YEAR.

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the
Council of Ministers and defining its composition and functions;

ON THE RECOMMENDATION of the Administration and Finance Commission;

D E C I D E S

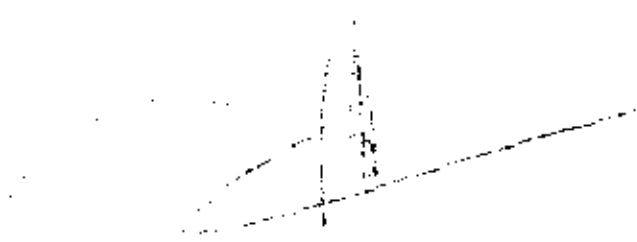
Article 1

The Accounts of the Community Institutions (the Executive
Secretariat and the Fund) and the consolidated accounts for the
1990 fiscal year, are hereby approved.

Article 2

This decision shall enter into force upon signature and shall be published in the Official Journal of the Community and the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF NOVEMBER, 1991



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20-22 NOVEMBER 1991

**DECISION C/DEC.5/11/91 ON THE AMOUNT OF TOURING ADVANCE
PAYABLE TO STATUTORY APPOINTEES**

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the provisions of Article 48 of the Staff Regulations of the Community Institutions on travel expenses payable to Statutory Appointees;

CONSIDERING the need to fix a ceiling to the amount of advance to be taken on each mission by Statutory Appointees;

ON THE RECOMMENDATION of the Administration and Finance Commission meeting held in Lome, 6-15 November, 1991;

DECIDES

ARTICLE 1:

Statutory Appointees, when they are on missions other than missions to attend statutory meetings of Commissions, Board of Directors of the Fund, Council and Authority, shall be entitled to a touring advance not exceeding the sum of One thousand United States Dollars (1000.00 US \$).

ARTICLE 2:

This decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF NOVEMBER, 1991

**HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL**

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20-22 NOVEMBER 1991

DECISION C/DEC.6/11/91 AMENDING ARTICLE 4 OF DECISION C/DEC.3/11/89 ON THE ADOPTION OF THE CONVERSION RATE APPLICABLE TO SALARIES OF STAFF OF THE COMMUNITY INSTITUTIONS.

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;
Council of Ministers on the adoption of the conversion rate applicable to the salaries of staff of the Community Institutions;

AWARE of the difficulty in the application of the provisions of Article 4 of Decision C/DEC.3/11/89 and conscious of the need to remove any ambiguities arising from the interpretation and implementation of this Decision;

MINDFUL of the need to provide an adjustment coefficient for staff salaries in order to avoid any loss in income by members of staff of the Community;

DECIDES

ARTICLE 1:

Article 4 of Decision C/DEC.3/11/89 dated 30 November 1989 of the Council of Ministers is hereby amended as follows:

ARTICLE 4:

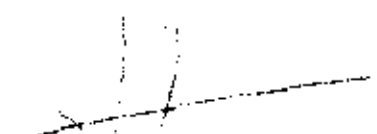
An adjustment coefficient for salaries shall be introduced. If the value of the reference currency appreciates by 5% or more against the currency of payment, a corresponding

upward adjustment shall be applied. If, however, the reference currency depreciates against the payment currency, the Institutions shall apply the immediately previous rate which ensures that the staff of the Institutions shall not suffer a loss in salary"

ARTICLE 2:

This decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF NOVEMBER, 1991



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1991

DECISION C/DEC.7/11/91 APPROVING THE WORK
PROGRAMME OF THE EXECUTIVE SECRETARIAT FOR THE YEAR 1992

THE COUNCIL OF MINISTERS,

MINDEFUL of Article 8 of the ECOWAS Treaty establishing the
Council of Ministers and defining its composition and functions;

ON THE RECOMMENDATION of the Administration and Finance
Commission;

DECIDES

Article 1

The Work Programme of the Executive Secretariat for the 1992
fiscal year attached hereto is hereby approved.

Article 2

This decision shall enter into force upon signature and shall be
published in the Official Journal of the Community and in the
National Gazette of each Member State.

DONE AT LOME, THIS 22 DAY OF NOVEMBER 1991

H.E. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1991

**DECISION C/DEC.8/11/91 AUTHORIZING THE EXECUTIVE SECRETARY
TO CONCLUDE AN AGREEMENT BETWEEN THE ECONOMIC COMMUNITY OF WEST
AFRICAN STATES AND THE PAN -AFRICAN TELECOMMUNICATIONS UNION
(PATU)**

THE COUNCIL OF MINISTERS,

**MINDFUL of Article 6 of the ECOWAS Treaty establishing the
Council of Ministers and defining its composition and functions;**

**MINDFUL of the provisions of Articles 45 and 46 of the Treaty on
the co-ordination and implementation of the Pan-African
Telecommunications project in West Africa;**

**MINDFUL of Decision A/DEC.12/5/79 of the Authority of Heads of
State relating to the programme for the improvement and extension
of the telecommunications network within the Community;**

**ON THE RECOMMENDATION of the Transport, Communications and Energy
Commission;**

D E C I D E S

ARTICLE 11

**The Executive Secretary is hereby authorised to conclude a
Cooperation Agreement between the Economic Community of West
African States and the Pan-African Telecommunications Union
(PATU), an OAU Agency specialised in Telecommunications matters**

ARTICLE 2:

This Decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF NOVEMBER 1991.

HON JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL.

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20-22 NOVEMBER 1991

**RESOLUTION C/RES.1/11/91 ON THE RECOGNITION OF AND
GRANTING OF OBSERVER STATUS TO THE WEST AFRICAN
YOUTH UNION (WAYU)**

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Article 49 of the ECOWAS Treaty relating to co-operation in social and cultural affairs;

MINDFUL of Recommendation A/REC.1/5/83 of the Authority of Heads of State and Government relating to the mobilisation of the different sections of the population in the integration process;

CONSIDERING the importance Member States attach to youth activities within the Community;

CONSCIOUS of the need to involve the youths of Member States in the social development of the Community;

ON THE RECOMMENDATION of the meeting of ECOWAS Ministers for Youth held in Lagos from 9 to 10 April, 1991;

AFTER EXAMINING the Statutes of the West African Youth Union (WAYU);

REFERRED TO THE AUTHORITY OF LEADER OF STATE AND GRANTED
of observer status to the West African Youth Union.

DONE AT LOME, THIS 22ND DAY OF NOVEMBER 1991.

MON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

**FIFTEENTH SESSION OF THE AUTHORITY OF
HEADS OF STATE AND GOVERNMENT**

DAKAR, MAY 1992

**DRAFT DECISION A/DEC. /5/92 GRANTING THE STATUS OF SPECIALISED
INSTITUTION OF ECOWAS TO THE WEST AFRICAN YOUTH UNION (WAYU)**

THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT,

MINDFUL of Article 5 of the ECOWAS Treaty establishing the Authority of Heads of State and Government and defining its composition and functions;

MINDFUL of Recommendation A/REC.1/5/88 of the Heads of State and Government relating to the mobilisation of the different sections of the population in the integration process;

CONSCIOUS of the need to involve the youths of Member States in the social development of the Community;

CONSIDERING Resolution C/RES. /11/91 of the Council of Ministers meeting in Lomé (TOGO) 20 to 22 November 1991;

D E C I D E S

Article 1

The status of specialised institution of ECOWAS is hereby granted to the West African Youth Union (WAYU)

Article 12 decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT DAKAR, THIS DAY OF MAY 1992

**CHAIRMAN
FOR THE AUTHORITY**

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1991

RESOLUTION C/PES.2/11/91 ON THE APPROVAL
OF THE RULES AND REGULATIONS RELATING TO THE
ECOWAS PRIZE FOR EXCELLENCE

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision A/DEC.14/5/82 of the Authority of Heads of State and Government relating to the ECOWAS Prize;

CONSCIOUS of the need to define modalities for the award of the ECOWAS Prize for Excellence;

PROPOSES to the Authority of Heads of State and Government

- to approve the draft rules and regulations relating to the ECOWAS Prize for Excellence as contained in the annex attached to this Resolution.

DONE AT LOME, THIS 22 DAY OF NOVEMBER, 1991

H. E. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

HEADS OF STATE AND GOVERNMENT

DAKAR, MAY 1992

**DRAFT DECISION A/DEC. /5/92 APPROVING THE RULES AND REGULATIONS
RELATING TO THE ECOWAS PRIZE FOR EXCELLENCE**

THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT,

MINDFUL of Article 9 of the ECOWAS Treaty establishing the Authority of Heads of State and Government and defining its composition and functions:

MINDFUL of Decision A/DEC.14/5/82 of the Authority of Heads of State and Government relating to the ECOWAS Prize;

CONSCIOUS of the need to define modalities for the award of the ECOWAS Prize for Excellence:

CONSIDERING Resolution C/RES. /11/91 of the Council of Ministers meeting in Lomé (TOGO) 20 to 22 November 1991.

D E C I D E S

Article 1

The Rules and Regulations relating to the ECOWAS Prize for Excellence as contained in the annex to this Decision are hereby approved.

Article 2

This Decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT DAKAR, THIS DAY OF MAY 1992

**CHAIRMAN
FOR THE AUTHORITY**

ECONOMIC COMMUNITY OF WEST AFRICAN STATES
(E C O W A S)

DRAFT RULES AND REGULATIONS RELATING TO THE
ECOWAS PRIZE FOR EXCELLENCE

ARTICLE 1:

There is hereby established by the Economic Community of West African States an international prize to be known as "The ECOWAS Prize for Excellence".

ARTICLE 2:

The ECOWAS Prize for Excellence is aimed at:

- stimulating research and creativity;
- rewarding persons or institutions from a Member State which have excelled in the areas of art and literature, science and technology and any other field that could contribute to enhance the image of the Community.

ARTICLE 3:

The ECOWAS Prize for Excellence, which shall be the sum of 10,000 Units of Account, shall be awarded in the areas specified in Article 2, every two years, on a rotational basis.

ARTICLE 4:

To be eligible, works must have been previously patented, published in science publications of international repute or adequately circulated in Member States of the Community. Due level of circulation of works or inventions which are not published in any science publication shall be certified by a duly established press review.

ARTICLE 5:

- (a) ANY author, research institute or editor wishing to enter for the ECOWAS Prize for Excellence, may send as many discoveries and works in either of the categories, to the relevant Ministry of the Member State in which he resides or whose nationality he possesses.
- (b) Each Member State shall be responsible for preselecting works and shall send its nominations to the Executive Secretariat which shall forward them to the Jury.
- (c) Any discovery or work may be entered only once.

ARTICLE 6:

- (a) The ECOWAS Prize for Excellence shall be awarded by an international Jury made up of seven (7) members chosen by virtue of their competence, by the Executive Secretariat and appointed by the ECOWAS Council of Ministers. The Jury shall elect one of their members as Chairman.

- (b) The Director of the Social and Cultural Affairs Department shall co-ordinate the activities of the Jury.

ARTICLE 7:

- (a) The list of works preselected by Member States shall be made public by the Executive Secretariat prior to the meeting of the International Jury.
- (b) At the meeting to select the final winner, the ECOWAS Prize for Excellence shall be awarded to the works with the highest number of votes.
- (c) The modalities for voting shall be established by the Jury.

ARTICLE 8:

The Jury shall reserve the right not to award the ECOWAS Prize for Excellence where none of the works meets the required criteria, or to share the prize between two or more winners.

ARTICLE 9:

No candidate shall be a member of the Jury.

ARTICLE 10:

Cases not covered by these rules shall be resolved by the Jury.

ARTICLE 11:

The ECOWAS Prize for Excellence shall be presented by the current Chairman of ECOWAS at the Summit of the Authority of Heads of State and Government.

ARTICLE 12:

By participating in the ECOWAS Prize for Excellence competition, competitors agree to be bound wholly by these rules as amended from time to time.

ARTICLE 13

Written works, published reports or press reviews shall be deposited with or sent by prepaid post, in 8 copies, to the Headquarters of the Economic Community of West African States as follows:

6, King George V Road
F. M. S. 12745
ONIKAN - LAGOS
Nigeria.

at least 3 months prior to the meeting of the Jury.

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1991

RESOLUTION C/RES 3/11/91 RELATING TO RATIFICATION OF THE CULTURAL FRAMEWORK AGREEMENT

THE COUNCIL OF MINISTERS,

WINDFUL of Article 9 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions :

WINDFUL of the adoption by the Authority of Heads of State and Government of Protocol A/PI/7/87 relating to the Cultural Framework Agreement;

CONSIDERING that effective implementation of the Cultural Framework Agreement depends on its ratification by member States of the Community;

REQUESTS :

All member States have not done so to ratify the Cultural Framework Agreement for the Economic Community of West African States.

DONE AT LOME THIS SECOND DAY OF NOVEMBER 1991

Hon. Jean Paul DIALLO

CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER, 1991

RESOLUTION OF THE COUNCIL OF MINISTERS

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision C/DEC.1/11/81 of the Council of Ministers relating to the Establishment of Industries for Manufacturing Telecommunications Equipment;

CONSIDERING the objectives set by the Lagos Plan of Action with regard to the manufacture of equipment for the Transport and Telecommunications infrastructures;

CONSIDERING the priority accorded to the regional feasibility study on the manufacture of telecommunications equipment to be conducted under the programme of the 2nd United Nations Transport and Communications Decade for Africa;

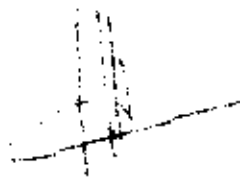
CONSIDERING that the African Telecommunications Regional Group has entrusted the management of the project to the ITU and UNDP;

ON THE RECOMMENDATION of the Transport, Communications and Energy Commission;

R E Q U E S T S

1. Member States to continue lending assistance to the regional project on the manufacture of Telecommunications equipment.

DONE AT LOME THIS 22ND DAY OF NOVEMBER, 1991



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER, 1991

RESOLUTION C/RES 5/11/91 ON THE LOME SUB- REGIONAL
TELECOMMUNICATIONS MAINTENANCE CENTRE

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision C/DEC.9/6/89 of the Council approving the project and the findings of the feasibility study on the Lome (Togo) Sub-Regional Telecommunications Maintenance Centre;

CONSIDERING the need to accelerate the establishment of the Centre;

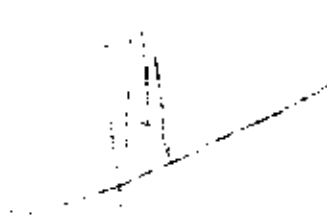
ON THE RECOMMENDATION of the Transport, Communications and Energy Commission;

R E Q U E S T S

1. Member States to continue participating actively in the establishment of the Lome sub-regional Telecommunications Maintenance Centre;
2. The ITU and UNDP to continue lending their assistance, particularly the equipping of the measuring equipment laboratory, the training of staff and provision of technical expertise for the first phase of the sub-regional centre project.

3. UNIDO to lend assistance to ECOWAS Member States for the establishment of the printed circuit card repair centre and laboratories/workshops for experiments.

DONE AT LOME THIS 22ND DAY OF NOVEMBER, 1991



HON. JEAN PAUL DIAS
THE CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1991

DIRECTIVE C/DIS.1/11/91 ON THE PROGRAMME OF CULTURAL
ACTIVITIES IN MEMBER STATES

THE COUNCIL OF MINISTERS,

MINDEUL of Article 8 of the ECOWAS Treaty establishing the
Council of Ministers and defining its composition and functions;

MINDEUL of the Cultural Framework Agreement A/P1/7/87 adopted by
the ECOWAS Heads of State and Government.

CONSIDERING that effective implementation of the Cultural
Framework Agreement depends on the adoption of a programme of
cultural activities by Member States;

HEREBY DIRECTS

the Executive Secretariat to organize a meeting of Ministers of
Culture of Member States to adopt a programme of cultural
activities to enhance the sub-regional integration process.

DONE AT LOME, THIS 22 DAY OF NOVEMBER 1991

H.E. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1991

DIRECTIVE C/DIR.2/11/91 RELATING TO THE MEETING OF SOCIAL SECURITY EXPERTS

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions :

CONSIDERING the importance and complex nature of Social Security issues in the Member States of ECOWAS and the reforms being undertaken in these Member States in that regard;

CONSIDERING that only one Member State has submitted amendments to the draft General Convention on Social Security;

CONSIDERING that only six (6) social security experts were present at the meeting of the Social and Cultural Affairs Commission held in Lagos from 13 to 16 March 1991;

DIRECTS :

The Executive Secretariat to convene a meeting composed of Social Security Experts and Representatives of the International Labour Organisation (ILO) and of the International Social Security Association (ISSA) to consider the draft General Convention on Social Security.

DONE AT LOME THIS 22ND DAY OF NOVEMBER 1991

Hon. Jean Paul DIAS
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS

LOME, 20 - 22 NOVEMBER 1991

VOYE OF THANKS

Members of the ECOWAS Council of Ministers holding their thirtieth session from 20 to 22 November, 1991 in the Conference Hall of the ECOWAS Fund, Lome wish to express their sincere gratitude to His Excellency, General Gnassingbe EYADEMA, President of the Republic of Togo, His Excellency Joseph Koffi KOFFIGOH, Prime Minister and the Government and People of Togo for the very warm welcome extended to them and for the excellent facilities placed at their disposal for the success of the meeting.

DONE AT LOME THIS 22ND DAY OF NOVEMBER 1991

THE COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES
COMMISSION DES ETATS DE L'AFRIQUE DE L'OUEST

THIRTIETH SESSION OF THE COUNCIL OF MINISTERS
TRENTIEME SESSION DU CONSEIL DES MINISTRES

LIST OF PARTICIPANTS / LISTE DES PARTICIPANTS
LOME, 20 - 22 NOVEMBER/NOVEMBRE 1991

COUNTRY/PAYS	NAME / NOM	FUNCTION & ADDRESS / FONCTION ET ADRESSE
BENIN	OROU-GUIDOU YAYA	DIRECTEUR DE CABINET DU MINISTRE DES FINANCES
	TOLOME PAUL	ADMINISTRATEUR DU TRESOR, CHEF DE DIVISION CEDAHO COTONOU
BURKINA FASO	DULAMA PIERRE RONALD	CONSEILLER TECHNIQUE, MINISTERE DES FINANCES ET DU PLAN
	KARFO TALATO CYRILLE	ADMINISTRATEUR CIVIL, MINISTERE DES FINANCES ET DU PLAN
	LONGON JOSEPHINE	INSPECTEUR DIVISIONNAIRE DES DOUANES, RESPONSABLE CELLULE CEAO/CEDEAO DU BURKINA FASO
CAP VERT	FRANCISCO MOREIRA CORREIA	CONSEILLER TECHNIQUE
COTE D'IVOIRE	TANON ADOMI BLAISE	DIRECTEUR DU COMMERCE EXTERIEUR ET DES RELATIONS ECONOMIQUES INTERNATIONALES
THE GAMBIA	OMAR SECKA	GAMBIA HIGH COMMISSIONER IN NIGERIA
	A. A. B. SOOKO	GAMBIA HIGH COMMISSIONER
	REUBEN GUSTAVUS J. ANDREWS	SENIOR ASSISTANT SECRETARY
GHANA	KASSIM YAHYA	DEPUTY CHIEF MANAGER BANK OF GHANA, P.O. BOX 3674, ACCRA

COUNTRY/PAYS	NAME / NOM	FUNCTION & ADDRESS / FONCTION ET ADRESSE
GUINEE	IBRAHIMA SYLLA	MINISTRE DU PLAN ET DE LA COOPERATION
	APPOULAYE DOPE	CHARGE D'AFFAIRES, AMBASSADE DE GUINEE, LAGOS
	NEALY SANOH	CHEF DIVISION ORGANISMES PARABEL/CAIMS REGIONARY ET SOUS-REGIONAUX, MINISTERE PLAN/COOPERATION
GUINEE BISSAU	HALAN DIAURA	MINISTRE DU COMMERCE ET DU TOURISME, BISSAU
MALI	NASOSSE OUMAR	MINISTRE DU PIVVET
	DIALLA SAMEA	CONSEILLER TECHNIQUE, MINISTERE DE L'ECONOMIE ET DES FINANCES
	DIOP MAMADO OUMAR	RESPONSABLE ADJOINT CELLULE CENSAO, MINISTERE DE L'ECONOMIE ET DES FINANCES
MURITANIE	AMAR OULD JIDDOH	CHEF DE SERVICE DES DEPENSES DE MATERIEL, MINISTERE DES FINANCES
NIGER	SALIFOU ADAMOU	SECRETAIRE D'ETAT COMMERCE-TOURISME

FUNCTION & ADDRESS / FONCTION ET ADRESSE	NAME / NOM	COUNTRY/PAYS
DIRECTOR GENERAL, FEDERAL MINISTRY OF BUDGET AND PLANNING, LAGOS	MOSES AKPOBASA	NIGERIA
DIRECTOR, EXTERNAL FINANCE, FEDERAL MINISTRY OF FINANCE & ECONOMIC DEVELOPMENT, LAGOS	G. O. OKIN	
DEPUTY DIRECTOR, FEDERAL MINISTRY OF FINANCE & ECONOMIC DEVELOPMENT, LAGOS	A. I. OMBEKEKE	
ASSISTANT CHIEF COMMERCIAL OFFICER, FEDERAL MINISTRY OF TRADE & TOURISM	DR. YEMI N. OBARINMI	
DEPUTY DIRECTOR (PLANNING, RESEARCH & STATISTICS) MINISTRY OF COMMUNICATIONS, LAGOS	SOLOMON DANASABE MATANKABE	
SENIOR TRADE PROMOTION OFFICER, NIGERIA EXPORT PROMOTION COUNCIL, P.M.B. 123, ABUJA	TUNE A. C. OZOHILI	
SENIOR PLANNING OFFICER	BARBARUDE TAMAT	
SENIOR FINANCE OFFICER, FEDERAL MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT, LAGOS	ANTHONY OGBURNI A.	
SENIOR COUNSELLOR, MINISTRY OF EXTERNAL AFFAIRS, ABUJA	OSHA G. O.	
PLANNING OFFICER	YINKA OTUSANYA	
CHIEF RESEARCH OFFICER, CENTRAL BANK OF NIGERIA, LAGOS	SAMUEL E. OMOGBAYI	

COUNTRY/CAYS	NAME / NOM	FUNCTION & ADDRESS / FONCTION ET ADRESSE
NIGERIA (CONT'D)	CHRISTOPHER B. OMANOGHO	DEPUTY DIRECTOR, CENTRAL BANK OF NIGERIA, LAGOS
	GABRIEL MACDONALD NEMO	DEPUTY DIRECTOR (CUSTOMS)
	M. T. INAMA	FEDERAL MINISTRY OF INTERNAL AFFAIRS
	WEDD ZHEND	ASSISTANT, DIRECTOR OF IMMIGRATION
SENEGAL	JEAN PAUL DIAS	MINISTRE DE L'INTEGRATION ECONOMIQUE AFRICAINE
	SAMBOU OUMARE TOURE	CONSEILLER TECHNIQUE DU MINISTRE DE L'INTEGRATION ECONOMIQUE AFRICAINE
SIERRA LEONE	HON. TEN S. BOBANA	DEPUTY MINISTER, MINISTRY OF FINANCE, DEVELOPMENT & ECONOMIC PLANNING
	SIMON GABER	DEPUTY DEVELOPMENT SECRETARY
TOGO	KPELLIGO KWASSIAI	MINISTRE DE L'ECONOMIE ET DES FINANCES, MINISTRE DE L'ECONOMIE ET DES FINANCES
	AMOUI AYI ASSIANGBE	DIRECTEUR, CABINET DU MINISTRE DE L'ECONOMIE ET DES FINANCES
	ANGNON KOFFI DIDJI	CHIEF DE LA DIVISION DES ETUDES TECHNIQUES, MINISTRE DU PLAN ET DE L'AMENAGEMENT DU TERRITOIRE

COUNTRY/PAYS	NAME / NOM	FUNCTION & ADDRESS / FONCTION ET ADRESSE
TOGO (CONT'D)	GAYON KOMI	CHIEF DIVISION ENTREPRISES NATIONALES, DIRECTION DU BUDGET, MINISTERE DES FINANCES, LOME
	AMLA EHEM	CHARGE D'ETUDES, DIRECTION DU BUDGET, P. P. 1183 LOME
	HOUNGHEBE DEVI	CHARGE D'ETUDES S/C DIRECTION DU BUDGET, B. P. 1183 LOME
	ECONOMAS SECRETARIAT	EXECUTIVE SECRETARY
	DR. ABASS FONDOR	DEPUTY EXECUTIVE SECRETARY (ADMINISTRATION)
	A. M. GUEBA	DEPUTY EXECUTIVE SECRETARY (ECONOMIC AFFAIRS)
	K. D. OUBRAGBO	COMPTROLLER FINANCIER
	GILLES BAILLET	SPECIAL ASSISTANT TO THE EXECUTIVE SECRETARY
	EVA E. MBAYO (AMB.)	COMMISSAIRE AUX COMPTES DE LA GENDARME, CABINET HAIBA & CO, BP 9 BOUAKHIBO, MAURITANIE
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	MAN. M. B. JOOF (DR.)	HEAD, DIVISION OF ADMINISTRATION
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	OYINDA DARAMOLA (MS)	TRANSLATOR
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JOHN TOGBAKOLITE HOOTS	CHIEF OF PROJECTS DIVISION	
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HAJIMIKOYE AMADOU	CHIEF DIVISION SUPERVISION DES PROJETS	

FUNCTION & ADDRESS / FONCTION ET ADRESSE	NAME / NOM	COUNTRY/PAYS
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REVISOR	FORTCHAR GABRIEL	
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