

	<h1>JOB PROFILE</h1>	<p>JOB CODE WAPP_PROF_040101</p> <p>REVISION DATE 06/01/2026</p>
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JOB TITLE	HEAD OF DIVISION ADMINISTRATION AND HUMAN RESOURCES
INSTITUTION	West African Power Pool (WAPP)
GRADE	P5
DEPARTMENT	Directorate Administration and Finance
DIVISION	Administration and Human Resources
DUTY STATION	Abomey-Calavi, Benin
CONTRACT TYPE	Permanent
SUPERVISOR	Director Administration and Finance
SUPERVISING	<ul style="list-style-type: none"> • Human Resources Officer (P3/P4) • Administrative Officer (P3/P4)

ROLE OVERVIEW

Under the direct supervision of the Director Administration and Finance, the incumbent shall be responsible for the effective management of: Administration, Human Resources, Health Management & Staff Insurance. He/she must also be diligent in collaborating on budgeting, legal services, procurement, contracting and contribute to the development of an effective Human Resources Management and General Administration system.

ROLE AND RESPONSIBILITIES

General duties and responsibilities

Continuously review WAPP manuals of administrative and human resources procedures and practices to ensure effective and efficient service delivery to WAPP stakeholders.

Human Resources responsibilities:

- Establish liaison between the Director of Administration and Finance and staff;
- Maintain and follow-up Human Resources procedures, regulations and processes related to the function, rights and responsibilities of all staff;
- Structure mechanisms for the exhaustive information of staff on human resources management procedures, regulations and processes, as well as permanent accessibility to the staff manual;
- Promote the adoption of sound and best adapted HR practices; develop and implement human resources support policies and procedures;
- Recommend and implement HR strategies, plans, budgets to support the achievement of WAPP objectives;
- Lead the design and implementation of frameworks and programs for talent acquisition and management, organizational evolution, employee engagement, compensation and benefits, learning and development, performance management, and more. to optimize employee performance;
- Prepare draft and revisions of contracts and maintain the standard template for all contract formats;
- Maintain a confidential personnel records management system for all to provide a complete, efficient, accurate and up-to-date inventory of all facts relating to employment, transfers, service, retirement, leave and promotions;

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- Update internal databases in a timely and accurate manner with information and variants about new employees;
- Maintain current and historical databases for personnel records;
- Prepare and maintain descriptions of all WAPP positions in a consistent format and work with the HR Officer and Department Heads to ensure that employees are aware of and understand the duties and expectations of their positions;
- Monitor and control HR performance in accordance with defined objectives and indicators; deploy appropriate interventions as appropriate;
- Accurately and in a timely manner prepare annual employment performance agreements and distribute them to relevant staff members;
- Implement, in collaboration with the Human Resources Officer, the staff evaluation process;
- Maintain the relationship with medical insurance providers or similar schemes, including the registration of new staff members, the deregistration of departing staff members and the processing of sensitive complaints;
- Oversee the development and implementation of the staff training plan;
- Coordinate the installation and immersion of personnel;
- Prepare and follow up on employment verification letters and general background as required;
- Implement any other activities related to Human Capital Management in accordance with professional standards and best practices.

General Administration responsibilities:

- Oversee the general administration and disseminate the Institution's policy directives;
- Recommend and implement approved policies and procedures for the support of services;
- Control and manage the deployment and use of the assets as approved by Management;
- Cultivate and maintain collaboration with other functions for effective partnership;
- Coordinate the maintenance of utilities and facilities as well as the management of associated risks;
- Maintain adequate insurance coverage for the institution's property, assets and staff;
- Check the operation of the receptionist and keep records;
- Administer the institutional archiving system for physical and electronic documents;
- Maintain proper management of office equipment and supplies;
- Supervise logistics and fleet management; facilitate and ensure the provision of high-quality services;
- Monitor and ensure the timely maintenance of the institution's cleaning goods and services, including housekeeping and gardening;
- Oversee protocol services and the relationship between WAPP and the Ministry of Foreign Affairs of Benin Republic;
- Organize the relocation of professional staff (shipment of personal belongings, airline tickets, etc.);
- Establish and maintain effective labeling management;
- Coordinates conference services, including boardroom/meeting room and organization of refreshments;

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- Lead relations with suppliers and service providers, including contract negotiation, follow-up of commitments and control of the compliance of deliverables;
- Perform any other duties as assigned by the supervisor.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:

- Master's degree or equivalent in Business Administration or Human Resources from a recognized University.

Experience:

- **Ten (10) years of progressive work experience** in the field of general administration and Human Resources Management including **five (5) years** at a supervisory level. Experience in large companies and organizations or international firms is an asset;
- In-depth knowledge of the Human Resources function, including practices, procedures and processes related to recruitment, promotion, training, executive development, compensation and benefits, labour relations, negotiation, human resources information systems, strategic and workforce planning, talent management, payroll, organizational design, and positions administration;
- Demonstrated knowledge of social legislation and employment rules, as well as a thorough understanding of the specific challenges of management in the public sector and in international organizations;
- Working knowledge of change management and organizational development, preferably in multicultural and international contexts;
- Ability to lead policy and program development initiatives, conduct consultations, produce options, and conduct research on impacts and risks.
- In-depth knowledge of the operation of conference services;
- In-depth knowledge of maintenance and services, implementation of new programs and/or processes (e.g., facility utilization, site repairs/construction, preventative maintenance);
- Knowledge of diplomatic and liaison protocol in a governmental or international organization, including experience in developing constructive working relationships with host governments.
- extensive experience applying budgeting and procurement policies and practices;
- ability to lead on large scale initiatives, organize various components, mobilize people towards a single objective and monitor results.

AGE LIMIT

Be below 50 years old. This provision does not apply to internal candidates