



JOB PROFIL

JOB CODE

REVISION DATE
February 2026

JOB TITLE	TECHNICAL PROJECT COORDINATOR
INSTITUTION	WAPP General Secretariat
GRADE	P3/P4
DEPARTMENT	Planning, Investment Programming and Environmental Safeguards (PIPES)
DIVISION	Planning, Studies and Projects Financing
DUTY STATION	Abomey-Calavi (Benin)
SUPERVISOR	Head of Division Planning, Studies and Projects Financing
SUBORDINATE	Junior Engineers

JOB SUMMARY

Under the overall guidance of the Director of Planning, Investment Programming and Environmental Safeguards, and the direct supervision of the Head of the Planning, Studies and Project Financing Division, the incumbent contributes to the strategic planning of the regional power system development, coordinates pre-investment studies for priority regional generation and transmission projects, and ensures the mobilization of the financing required for their implementation.

ROLE AND RESPONSIBILITIES

- Planning and coordination :
 - Contributes to the periodic update of the WAPP Master Plan in accordance with the Planning Code, in collaboration with stakeholders, and supports its submission for adoption by the WAPP and ECOWAS governing bodies in order to guide future regional energy investments;
 - Contributes to the preparation of WAPP Business Plans to guide its short- and medium-term operations and support the regional electricity sector development strategy;
 - Contributes to the preparation of the annual work programs and budgets of the PIPES Department.
- Preparation and management of regional projects:
 - Prepares the Terms of Reference for pre-investment studies of WAPP Priority Projects and ensures their validation by the relevant stakeholders;
 - Participates in the recruitment of consultants and manages their contracts, in collaboration with project teams of power utilities and Ministries in charge of Energy in the concerned countries, for the preparation of pre-investment studies;
 - Oversees the implementation of pre-investment studies for WAPP priority projects, coordinates stakeholder participation, serves as an interface among them, and ensures they are informed of project progress and any changes;



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- Organizes and participates in project-related meetings, prepares agendas and minutes to ensure follow-up on agreed actions and decisions;
- Ensures the review and quality control of deliverables submitted by consultants;
- Ensures environmental and social compliance of projects by continuously updating WAPP Environmental and Social Impact Assessment (ESIA) guidelines in line with sector developments and the requirements of countries and financing institutions.
- Financing Mobilization and Partnerships :
 - Participates in organizing periodic coordination meetings with WAPP Technical and Financial Partners to, among other objectives, inform them on the status of implementation of the Investment Program and mobilize financing for pre-investment studies and project implementation;
 - Prepares funding requests to Technical and Financial Partners for the preparation of priority regional projects to secure their timely support;
 - Participates in the negotiation and structuring of financing agreements for the preparation of priority regional projects;
 - Supports member countries in structuring regional projects and mobilizing financing for their implementation.
- Monitoring, Reporting and Communication :
 - Contributes to the preparation of quarterly and annual activity reports of the Department;
 - Represents the WAPP Secretariat at regional and international technical meetings.
- Performs any other duties assigned by the WAPP Secretary General or the Director of the Planning, Investment Programming and Environmental Safeguards Department in support of WAPP's mission and strategic objectives.

EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

Education :

- Engineering degree (Master's level – WAEC+5) or a Master's degree in Electrical, Electromechanical, Mechanical, Energy Engineering, or a relevant field from a recognized university.

Professional Experience :

- A minimum of seven (07) years of experience in power system planning, coordination of infrastructure projects—preferably in the electricity sector and at the regional level—and a strong knowledge of international donor procurement procedures.