



NOTICE OF INTERNATIONAL RECRUITMENT

Programme Management Specialist /USAID

The West African Power Pool (WAPP) is a Specialized Institution of the Economic Community of West African States, (ECOWAS) established by the Authority of Head of States and Governments of ECOWAS Member States to ensure the integration of the national power system operations into a unified regional electricity market in order to provide the citizens of ECOWAS Member States with a regular, stable and reliable electricity supply at affordable costs, over the medium to long term. This aims to encourage industrialisation, improve Health and Education, Reduce Poverty, Create Employment Opportunities, etc...

The Headquarters of the WAPP General Secretariat is based in Cotonou, Republic of Benin.

The WAPP Secretariat, in view of achieving its global vision, intends to increase its staffing by filling the following job vacancy:

Department:	Administration and Finance
Position Title:	<u>Programme Management Specialist /USAID</u>
Position Type	International Recruitment
Contract Type	FTA
Open to:	All interested
Location:	Cotonou, Benin
Reports to:	Director, Administration and Finance
Subordinates:	N/A
Job Summary:	The incumbent shall work directly and in close coordination with the current USAID Programme Officer. The candidate shall be under the overall supervision of the Director of Administration and Finance, and shall perform a wide range of office support and program management functions for WAPP's ongoing programs. Specifically the incumbent shall be responsible for formulating, implementing, monitoring performance, learning/adapting and reporting on all activities, especially for the ongoing WAPP-USAID Assistance Program.

Essential Duties & Responsibilities:

Program Management and Implementation

- Assist in preparation of WAPP-USAID Program annual work plan and budget and other WAPP programs;
- Assist in preparation of WAPP-USAID Program quarterly and annual reports and other WAPP programs;
- Assist in designing and updating a performance management and learning plan of WAPP-USAID Program activities on a timely basis and produce accurate performance and financial reports;

Program Monitoring, Evaluation, Learning and Adaptation

- Assist in searching and collecting information for preparation of analytical studies, background documents (research, compile and organize information and reference materials from various sources for learning, reports, work plans, studies, briefings, meetings/conferences, etc.)
- Assist in preparation of periodic reports on the status of implementation of the budget, analyse various gaps and prepare a summary of comments. Assist all the departments of WAPP to establish a methodology for the generation and quality assurance of data required for the preparation of performance reports;

Financial Management, Budgeting and Reporting

- Ensure the commitment and preparation of vouchers relating to budget expenditure for USAID-WAPP Assistance Program ;

- Prepare financial reports to be submitted to the USAID and other stakeholders involved in financing WAPP Programs;
- Assist in monitoring processes and schedules related to the Unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure relevant compliance with the regulations and procedures of external stakeholders as well as with WAPP requirements.

Administrative Duties

- Maintain calendar/schedules of meetings and activities of the USAID Program and other related programs ; monitor changes and communicate relevant information to appropriate staff inside and outside the department;
- Drafts responses to routine correspondence and other communications; produces a wide variety of documents and reports.
- Files and archive all documents concerning the programs;
- Provide secretarial, administrative and logistics support to meetings, committees, conferences, etc.
- Provides administrative assistance in matters related to the preparation, implementation and monitoring of WAPP Programs and budgets;
- Takes initiative in identifying appropriate tools, best practices, and identify/perform tasks aimed at ensuring that the capacity building activities are conducted in accordance with the best standards.
- Contributes to USAID/West Africa's monthly Regional Economic Bulletin with relevant and current stories about WAPP's activities and performance in relation to USAID Program.
- Performs other duties that may be assigned by the WAPP Director of Administration and Finance.

Minimum Academic & Professional Qualifications Required:

Education: Advanced university degree (Master's level or equivalent) in Engineering, business administration, applied economics, electrical engineering; Project/Program Management or a related field. A first-level university degree (Bachelor's degree) in the above fields in combination with three years of professional experience may be accepted in lieu of the advanced university degree.

Years' Experience: A minimum of five (5) years of progressively responsible experience in operations, project/program management in power utility/organization is required. Experience in working with an international public organization is an advantage.

Minimum Knowledge, Skills and Abilities Required:

Competencies

Analytical: data gathering, data quality assurance, data analysis, literature review and synthesis, incorporating knowledge and learning into program management, advising on adaptive measures.

Professionalism: Knowledge of general office and administrative support including administrative policies, processes and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Knowledge of electric utility industry concepts dealing with engineering, legal, and/or business issues is strongly required;

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to

match audience; demonstrates openness in sharing information and keeping people informed.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. Must be able to work effectively in a team environment and intercultural milieu;

ICT : PC skills to include Microsoft Office applications (Word, Excel, PowerPoint, etc.) and MS Project are required for this position

Language: The Incumbent must be Fluent in English and French (both oral and written) with a technical working knowledge of both languages. A proficiency language test in both languages will be conducted before selection.

Particular information

a) Particular Conditions of Work:

- Possible extended working hours including weekends in occasionally stressful environment

b) Remuneration:

- This is a USAID funded position for a period of two years, renewable subject to availability of funds and satisfactory performance. The WAPP Secretariat offers a competitive compensation package comparable to those offered by similar regional/international organizations.

c) Equal Opportunities:

- WAPP is an equal opportunity employer that offers equal chances to men and women. Qualified women are strongly encouraged to apply. Both internal and external candidates are encouraged to apply.

d) Application:

- ✓ Interested applicants who meet the minimum qualifications for this position must apply online by visiting the following link: <http://www.ecowapp.org/careers>
- ✓ All Applications must be submitted online. Paper applications will not be accepted.
- ✓ Applications sent after the required submission deadline will not be considered.
- ✓ Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

- Advertised: 01 July 2019

-Applications close: 30 Jul 2019 at 06:00pm, Benin local time (GMT+1).