



NOTICE OF INTERNATIONAL RECRUITMENT

Capacity Building 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>Capacity Building Programme Management Specialist /USAID</u>
Position Type	International Recruitment
Contract Type	FTA
Open to:	All interested
Location:	Cotonou, Benin
Reports to:	Capacity Building Programme Coordinator
Subordinates:	N/A

Job Summary: Under the direct supervision of the WAPP Capacity Building Programme Coordinator and the overall supervision of the Director, Administration and Finance, the incumbent shall perform a wide range of office support and assistant functions for WAPP Capacity Building Program Unit in formulating, implementing and reporting on all activities, especially for WAPP-USAID Assistance Program.

Essential Duties & Responsibilities:

The Capacity Building Programme Specialist's key tasks shall be:

1. Assist in preparation of WAPP-USAID Program annual work plan and budget and other capacity building programs;
2. Assist in preparation of WAPP-USAID Program quarterly and annual reports and other capacity building programs;
3. Assist in designing and updating of indicators for management of WAPP-USAID Program activities on timely basis and produce accurate reports on the monitoring of the budget execution, as well as for other capacity building programs;
4. 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 reports, work plans, studies, briefings, meetings/conferences, etc.);
5. Assist in preparation of periodic reports on the status of implementation of the budget, analyze various gaps and prepare a summary of comments for all capacity building programs;
6. Assist all the departments of WAPP to establish a methodology for the generation of data required for the preparation of performance reports;
7. Ensure the commitment and preparation of vouchers relating to budget expenditure for USAID-WAPP Assistance Program ;
8. Prepare financial reports to be submitted to the USAID and other stakeholders involved in financing WAPP Capacity Building Programs;
9. 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.
10. Maintain calendar/schedules of meetings and capacity building activities of the Unit/department; monitor changes and communicate relevant information to appropriate staff inside and outside the department;
11. Draft responses to routine correspondence and other communications; produces a wide variety of documents and reports.
12. File and archive all documents concerning the capacity building programs;
13. Provide secretarial, administrative and logistics support to meetings, committees, conferences, etc.
14. Provides administrative assistance in matter related to the preparation, implementation and

- monitoring of Capacity Building work programs and budgets;
15. Take 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.
 16. Performing such other duties that may be assigned by the WAPP Capacity Building Program Coordinator

Minimum Academic & Professional Qualifications Required:

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

Years' Experience: A minimum of five (5) years of progressively responsible experience in human resource management, project/program management in power utility/organization. Experience in international public organization and/or in Capacity Building preparation and implementation is an advantage.)

Minimum Knowledge, Skills and Abilities Required:

Competencies

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 or French (both oral and written) with a working knowledge of the other language. 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 one year, renewable. Consequently, the incumbent will be offered a One-Year Fix-Term Contract. Further extensions of the appointment are subject to the extension of the mandate, the availability of Funds and the performance of the incumbent. The WAPP Secretariat offers a competitive compensation packages 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 shall be contacted for the next stage of the recruitment process.

-Applications for the position shall be received from 02nd November 2018 to 16th December 2018 included. The Closing date for this position is 16th December 2018 at 06:00pm, Benin local time (GMT+1).