ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
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REQUEST FOR EXPRESSION OF INTEREST

Recruitment of a Programme Assistant

Support to Sahel Resilience Project

1. Introduction

The Economic Community of West African States (ECOWAS), through its Directorate of Human Development and Social Affairs, is implementing the *Sahel Resilience Project – Strengthening Capacities for Disaster Risk Reduction and Adaptation for Resilience in the Sahel Region: Fostering Risk-Informed Solutions for Sustainable Development*

The Project is funded by the Government of Sweden through the Swedish International Development Cooperation Agency and implemented by the United Nations Development Programme (UNDP) in collaboration with regional and international partners, including ECOWAS.

The Project aims to strengthen institutional capacities at regional and national levels to institutionalise and domesticate risk-informed, gender-responsive development planning, programming, and investment for resilience building across the Sahel region.

To support effective implementation of the Project, ECOWAS intends to recruit a qualified Individual Consultant to serve as Programme Assistant

2. Objective

The objective of this assignment is to provide programme, administrative, operational, and coordination support to the implementation of the Sahel Resilience Project and related Disaster Risk Reduction (DRR) and Humanitarian Affairs programmes within the Directorate of Human Development and Social Affairs.

3. Scope of Services

Under the overall supervision of the Director, Humanitarian and Social Affairs, and the direct supervision of the Principal Programme Officer, Humanitarian Affairs, the Programme Assistant shall:

- Support project implementation, monitoring, and reporting;
- Track project expenditures and ensure compliance with ECOWAS procedures;
- Provide administrative and logistical support for meetings, workshops, trainings, and missions;
- Assist in partnership coordination and stakeholder engagement;
- Prepare briefing notes, reports, and meeting documentation;
- Support procurement, travel processing, and asset management;
- Maintain proper documentation, filing systems, and project records;
- Facilitate information management and dissemination

4. Qualifications and Experience

Interested candidates must meet the following minimum requirements:

- Bachelor's degree in Disaster Risk Management, Environmental Studies, GIS, Business/Public Administration, Economics, Political Science, Social Sciences, or a related field from a recognised university;
- Minimum of five (5) years of progressively responsible experience in programme or administrative support at the national or international level;
- Demonstrated experience in project implementation, monitoring, reporting, and administrative coordination;
- Proficiency in MS Office applications (Word, Excel, PowerPoint) and familiarity with spreadsheets, databases, and web-based management systems;
- Experience in DRR, resilience, or humanitarian programming will be an advantage.
- Fluency in one of the official ECOWAS languages (English, French, or Portuguese). Working knowledge of a second ECOWAS language is desirable

5. **Duration of the mission**

The assignment is for eleven (11) months, renewable based on satisfactory performance and availability of funds.

6. **Application**

The ECOWAS Commission hereby invites eligible Individual Consultants to express their interest in providing the above-mentioned services:

Interested applicants shall submit

- A signed Letter of Expression of Interest;
- A detailed and updated Curriculum Vitae (CV);
- Copies of academic and professional certificates;
- Evidence of relevant experience and similar assignments (references, contracts, certificates of completion, etc.);
- Any other supporting documents demonstrating suitability for the assignment

Expressions of Interest must be submitted electronically with the subject line: "Expression of Interest – **Programme Assistant, Sahel Resilience Project**"

Submissions should be sent no later than **13 March 2026 at 12:00 midnight (GMT+1, Nigerian time) to:** Email: ikkamara@ecowas.int Cc: sbangoura@ecowas.int; ombacke@ecowas.int Requests for clarification may be addressed to the Procurement Division during working hours (09:00–17:00 GMT+1)

7. **Selection Method**

The selection shall be conducted in accordance with the procedures for the Selection of Individual Consultants as stipulated in the Revised ECOWAS Procurement Code (September 2021).

ECOWAS draws the attention of interested consultants to the provisions of Articles 117 and 118 of the Revised ECOWAS Procurement Code regarding Fraud and Corruption and Conflict of Interest

Only shortlisted candidates will be contacted.

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