ECOWAS COMMISSION
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Terms of Reference (TOR)- Recruitment of a Programme Assistant to support the implementation of the Sahel Resilience Project Grant N° 100121

1) Position Information

Job Title: Programme Assistant
Department: Human Development and Social Affairs
Reports to: Director, Humanitarian and Social Affairs through the Principal Programme Officer Humanitarian Affairs
Position Status: Contract/ Renewable
Job Family: Disaster Risk Reduction/Resilience Building
Duty Station: Abuja, Nigeria
Duration: 01 April 2026 to 28 February 2027 (11 Months)

2) Job Purpose and Organizational Context

The West African Sahel region is considered one of the poorest and most environmentally degraded in the world. The region is highly vulnerable to climate change, with temperature increases projected to be 1.5 times higher than the rest of the world. Climate vulnerability is compounded by the region's high dependence on rain-fed agriculture and its natural resources to support food security and livelihoods, high population growth, rapid and unplanned urbanization, environmental degradation, deepening poverty levels, governance challenges and low socio-economic development, and chronic humanitarian crises due to recurrent drought, flooding, food insecurity, epidemics and violent conflict. These factors increase the fragility of communities while recurrent disasters have been causing a continuous deterioration of livelihoods, exposing people to deeper poverty and food insecurity and undermining their resilience to future shocks and stresses, with varying impacts on different social groups such as women, children, the elderly, people with disabilities and other vulnerable groups. The cumulative impacts of these events have been eroding hard-earned development gains, while undermining recovery from the various crises as well as the resilience to future crises.

The development challenge presented above highlights the unique opportunity for supporting the Western Sahel through African Union (AU), the Economic Community of West African States (ECOWAS) and its member states to take integrated and holistic approaches to disaster and climate risk-informed development that contributes to building resilience of the whole region. UNDP has sought to strengthen the policy and institutional capacities of Western Sahel countries in understanding the multi-dimensional risks that the region faces and devising

mechanisms that anticipate and respond to these challenges. In this regard, UNDP along with its partners developed a regional project Strengthening capacities for disaster risk reduction and adaptation for Resilience in the Sahel Region: fostering risk-informed solutions for sustainable development – Sahel Resilience Project. The main objective of this regional project is that regional institutions and national governments have institutionalized and domesticated risk-informed development planning, programming and investment for resilience building.

With funding from the Government of Sweden (Swedish International Development Cooperation Agency – SIDA), the Project proposes to strengthen regional capacity in the Sahel in fostering risk-informed development through a multi-country approach. The change expected to be achieved through this Project is that Sahel regional institutions and national governments have institutionalized and domesticated risk-informed development planning, programming and investment for gender-responsive resilience building. The Project focuses on ECOWAS Member States (Benin, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Nigeria, Sierra Leone, Senegal and Togo) including other Sahelian countries (Burkina Faso, Mali, Mauritania, Chad and Niger)

Since 2020, the Project is being implemented by UNDP in partnership with the African Union Commission, Regional Economic Communities and sub-regional institutions (ECOWAS, Lake Chad Basin Commission, CILLS/AGRHYMET), UN Women, UN-Habitat, UNDRR and academia/research-based institutions (PERIPERI U). The Project Team will be housed within the Humanitarian Affairs Division of the ECOWAS Directorate of Humanitarian and Social Affairs in Abuja.

In order to support the ECOWAS Commission with the implementation of the project activities, the services of a Programme Assistant are sought. The DRR Programme Assistant will work under the Principal Programme Officer Humanitarian Affairs with the overall supervision of the Director, Humanitarian and Social Affairs.

3) Duties and Responsibilities

Under the supervision of the Director, Humanitarian and Social Affairs, through the Principal Programme Officer Humanitarian Affairs, the Programme Assistant will provide support to implementation of programmes relating to the Regional Resilience Project as well as ECOWAS Humanitarian Affairs and Disaster Risk Management programmes. This includes partnership building, planning, implementation, administrative support, reporting and information management. The Programme Assistant supports implementation of ECOWAS' policies, rules and regulations relating to this project. The Programme Assistant will identify and help resolve

bottlenecks, clarify and interpret procedures in terms of project management practices. The Programme Assistant will also work in close collaboration with the operations, programme and project teams in the UNDP Nigeria country office for resolving complex project-related issues and information delivery.

Specifically, the Programme Assistant will be responsible for the following four key result areas:

3.1 Support to the implementation, management and monitoring of the Project:

- Providing project management support;
- Tracking, monitoring and reporting on the use of project resources;
- Reviewing and Maintaining project budget;
- Ensuring the compliance of project implementation and general operations;
- Generating reports and information on implementation of project and project status.

3.2 Building Strategic Partnerships

- Promote and instigate new types of partnerships with ECOWAS and leverage them Strategically to promote the Sahel Resilience Project;
- Ensure effective and efficient partnership and Programme support for Sahel Project team;
- Ensure close consultation and coordination with relevant ECOWAS Directorates and ECOWAS Specialized institutions;
- Build and maintain relationships with ECOWAS partners to ensure effective exchange and dissemination of information.

3.3 General operational and administrative support to the Project Management Team:

- Assisting the Directorate of Humanitarian and Social Affairs administratively;
- Coordinating and writing briefing materials and reports for meetings;
- Processing Travel Requests, including timely follow-up action;
- Providing administrative and logistical support for meetings, workshops, trainings, conferences, retreats and any other special events;
- Taking care of and assisting procurement of staff, goods and services;
- Organizing and preparing agendas and minutes of meetings and tracking follow-up actions;
- Organization and coordination of workshops, conferences, retreats, etc.

3.4 Management of the project's documentation portfolio:

- Preparing information for the audit of the project;
- Editing and translating reports as necessary for in-house dissemination and/or publication;
- Coordination of assets management and timely preparation and submission of periodic inventory reports;

- Proper control of supporting documents of funds and activities;
- Collecting and disseminating information related to the project;

4) ACADEMIC QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree or its equivalent in Disaster Risk Management, Environmental Studies, Geographic Information System, Business or Public Administration, Economics, Political Science, or Social Sciences from a recognized University.
- Five years of progressively responsible administrative or programme experience is required at the national or international level.
- Experience in supporting the implementation, management and monitoring of Projects.
- Experience in General operational and administrative support to Project Management Team
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.
- Fluency in English and working knowledge of French would be an added advantage.

5) ECOWAS KEY COMPETENCIES

- Ability to assume a credible presence when explaining rules, standards, and expectations (e.g. deadlines) to ensure compliance and work expectations are met.
- Ability to motivate self and/or others to engage in discussions that will result in recommendations to improve processes, templates, or other work tools.
- Ability to engage in positive approaches to teamwork, participate actively in discussions and the achievement of team goals.
- Ability to take responsibility for own career and performance with the occasional guidance from the supervisor/mentor.
- Ability to build capacity of self and others by sharing knowledge, tools, expertise, and experience with others to remain proficient and well informed in the execution of assigned role.
- Interpersonal, listening, and multitasking skills with a good understanding of client service responsibilities and role in representing ECOWAS values in all interactions.
- Ability to take initiative to resolve routine problems associated with assigned tasks using good judgment in involving colleagues or superiors as required.
- Ability to work as part of a team to resolve concerns, and problems and improve services.
- Ability to manage own time effectively and organize own work area in a manner that will meet performance expectations related to assigned client services.

- Ability to direct people to the appropriate source for further information and ask for help when overwhelmed with client demands.
- Ability to apply culturally relevant and appropriate approaches with people from diverse cultural backgrounds.
- Good diversity management skills to interact with individuals in a manner that is culturally appropriate and in accordance with ECOWAS rules/policies.
- Ability to recognize preconceived notions and stereotypical views of certain groups and individuals and to successfully adopt inclusive and culturally appropriate behaviors.
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Knowledge of diversity management as it relates to daily work expectations and assigned tasks.
- Knowledge of the ECOWAS mandate and operational goals of relevance to assigned responsibilities.
- Ability to keep up to date with Departmental activities, schedules, and goals of pertinence to own work team, functional area.
- Knowledge of ECOWAS procedures relevant to assigned work and the ability to apply sound judgment in their application.
- Demonstrated strong interest and commitment to ECOWAS values and activities in daily assumption of duties.
- Excellent ability to maintain, process and provide accurate information as part of assigned tasks.
- Ability to organize files and information for easy retrieval and record keeping.
- Ability to spot mistakes, act promptly to correct them and learn from experiences.
- Knowledge and ability to challenge and question fundamental assumptions regarding accepted ways of doing things in the spirit of improvement.
- Ability to use current technology to communicate effectively e.g. office software programs, including spreadsheets, word processing and graphic presentation software; ability to type and format presentations, reports, manuals, newsletters, website content and proficiency in information communication technologies (ICT).
- Well-developed information sharing skills using technology and in accordance with established processes and practices.
- Advanced verbal assertiveness and communication skills with a demonstrated ability to acknowledge and understand the validity of others' viewpoints and to respond in a constructive manner.
- Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.
- Ability to allocate time for specific tasks in a manner that will meet deadlines and quality/quantity expectations.

- Good organizational skills with an excellent ability to break down work into smaller parts and focus on the most important steps first.
- Ability to contribute to maintaining organizational performance standards throughout the implementation of new processes, practices and plans adopted by the Department and of relevance to assigned tasks.
- Ability to monitor progress and to consider new goals in the context of assigned responsibilities.
- Ability to follow through with commitments made to others.