



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
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Original

REQUEST FOR EXPRESSION OF INTEREST N°01/ECOWAS/DER/2025

CONSULTING SERVICES:

RECRUITMENT OF AN INDIVIDUAL CONSULTANT AS AN ISE II PROJECT ASSISTANT

FUNDING: Kingdom of Spain - AECID Contribution to EU-ISE II - Results 3

The ECOWAS Commission adopted in December 2016 the PC / REX.4 / 12/16 a regulation establishing a Regional Cell within the office of the Regional Authorizing Officer (the President of the ECOWAS Commission), under the supervision of the Directorate of External Relations, to fulfil his mandate as the main executive counterpart to the EU in the implementation of European Union regional funded projects.

From 2022, the responsibility of the Cell is being expanded to cover cooperation and coordination of other development partners supporting regional programs through the ECOWAS Commission. The Cell has since been renamed the ECOWAS Development Partners Coordination Cell -EDPCC. .

In order to achieve the objectives of the Project, the ECOWAS Commission is seeking to recruit an ISE II Project Assistant.

The ECOWAS Commission invites interested, eligible and qualified candidates (Individual Consultants) to express their interest in providing the services. Interested consultants **MUST PROVIDE** the information (**documentation in English or French in Word and PDF format**), demonstrating that they have the required qualifications and relevant experience to perform the services.

1. ROLE AND LOCATION

The Project Assistant will support the planning, coordination, and execution of activities organized by the Directorate of External Relations at the ECOWAS Commission within the framework of the ISEII project. This role requires a highly organized and detail-oriented individual who can manage multiple tasks efficiently while ensuring the smooth operation of events and activities.

The duty station is Abuja, Nigeria, with full-time work for an assignment of a duration of one (1) year, renewable based on performance and corresponding to the duration of the project.

2. CONSULTANT PROFILE

Candidates for this position **MUST** possess the following qualifications:

- At least Bachelor's degree in Management, Business Administration, or a related field.
- At least 5 years of experience in project planning and management, preferably within an international organization or public sector.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to multitask and prioritize tasks in a fast-paced environment.
- Attention to detail and problem-solving abilities.
- Knowledge of event management software and tools is a plus.
- Attributes: Team player with a positive attitude, flexibility, and adaptability to changing priorities.
- Fluency in oral and written expressions in one (1) of the ECOWAS official languages (English, French and Portuguese). Additional knowledge of ECOWAS another official language or Spanish will be an added advantage.

3. PROCEDURES

The eligibility criteria, shortlist and selection procedure will be in accordance with the ECOWAS Procurement Code, 2021 "Recruitment of Individual Consultants".

The application file is composed as follows:

- a signed letter of expression of interest, including the availability date,
- a recent signed CV, detailing professional experience and similar missions,
- Three (3) professional references (full name, current and previous positions, telephone and email),
- a certified copy of the required diploma,
- copies of certificates of employment or service provision, as they appear in the CV.

Expressions of interest must be sent no later than **28th May 2025 at 11:00 a.m, (Nigeria time, GMT+1)** and mention "***Expression of interest for the recruitment of an ISE II Project Assistant***", and addressed to the ECOWAS Procurement Division at the following address: **ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro, Abuja, 900103, PMB 401, Federal Capital Territory, Federal Republic of Nigeria** or by email to sbangoura@ecowas.int, with copy: ikkamara@ecowas.int; kskouadio@ecowas.int and yberra@ecowas.int.