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## TERMS OF REFERENCE (TORs)

**Job Description: ISE II Project Assistant.**

**Directorate: External Relations-ECOWAS Development Partners Coordination Cell (EDPCC), ECOWAS Commission**

**Position Title:** ISE II Project Assistant

**Department:** Directorate of External Relations

**Location:** ECOWAS Commission Headquarters

**Reports To:** Development Partner's Development Cell Coordinator, EDPCC

**Position Duration:** 12 months – Full time (with possibility of extension)

### **I. Background:**

ECOWAS is a regional economic community previously comprised fifteen member states, Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo. Since 29 January 2025 ECOWAS comprises twelve members following the exit of the three countries Burkina Faso, Mali and Niger. The ECOWAS Treaty (also known as the Treaty of Lagos) established the community when it was signed in Lagos, Nigeria, on May 28, 1975. A revised treaty was later signed on July 24, 1993. ECOWAS covers a diverse range of social and economic issues, each with an enormous agenda and goals to accomplish.

The aims of ECOWAS, per the 1993 revised treaty, are:

- To promote cooperation and integration, leading to the establishment of an economic union in West Africa and raising the living standards of its people
- To maintain and enhance economic stability
- To foster relations among member states
- To contribute to the progress and development of the African continent

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 fulfill 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.

Aim	The overall objective is to provide the ECOWAS Commission specifically to the Directorate of External Relations with enough resources to facilitate projects programming and preparation, coordination of activities with the different stakeholders, information, communication and training, ensuring the necessary institutional capacity support, to ensure an efficient and rigorous implementation of regional integration programs.
Result 1:	<b>In the framework of ISE II, ECOWAS's Directorate of External Relations capacity for:</b> <ul style="list-style-type: none"> <li>• Coordination among the ECOWAS departments involved in the implementation of the EU funded activities enhanced.</li> <li>• Synergies and complementarities along the different directorates and ECOWAS agencies avoiding the duplication of efforts searched and identified.</li> <li>• Dialogue with the EU, West African Economic and Monetary Union (WAEMU), ECOWAS Member States, International Cooperating Partners (ICPs) and all stakeholders involved in the implementation of the EU funded programmes promoted.</li> </ul>
Result 2:	In the framework of ISE II. ECOWAS's capacity for technical implementation and monitoring of development partners' programs enhanced. <ul style="list-style-type: none"> <li>• Development of information systems as well as other systems for monitoring and evaluation for the implementation of the programmes at contributing to the efficiency of the cooperation, improvement of the results, easing the information flows among stakeholders established.</li> </ul>
Result 3:	ECOWAS's capacity for procurement, contracts and financial implementation of development partners' projects enhanced.
Result 4:	<u>ECOWAS's</u> capacity for visibility, communication and IT for development partners' programmes and portfolio enhanced

## II. Position Summary:

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.

## III. Key Responsibilities:

### 1. Planning and Coordination:

- Assist in the development and implementation of event plans, including timelines, budgets, and logistics.

- Coordinate with AECID finance and compliance expert working with other departments and external vendors to secure event venues, equipment, and services.
- Prepare and distribute event materials, such as invitations, agendas, and registration forms.
- Maintain an event calendar and ensure all deadlines are met.

## **2. Administrative Support:**

- Provide administrative support to the Event Manager and the Directorate of External Relations team.
- Manage communications related to events, including emails, phone calls, and correspondence.
- Prepare and maintain event documentation, including contracts, agreements, and reports.
- Assist to AECID finance and compliance expert with travel arrangements and accommodations for event participants and staff.
- Ensure proper documentation of financial transactions in compliance with AECID, EU, and other donor requirements.
- Assist in the preparation of financial and technical reports related ISE II.
- Support procurement processes, ensuring adherence to AECID guidelines.

## **3. On-Site Event activities Management:**

- Assist with the setup and breakdown of event venues, ensuring all requirements are met.
- Coordinate registration and check-in processes for event attendees.
- Provide on-site support during events, including troubleshooting issues and managing event staff and volunteers.
- Ensure all health and safety regulations are adhered to during events.

## **4. Post-Event Activities Management:**

- Collect and analyse feedback from event participants and stakeholders.
- Assist in the preparation of post-event reports and evaluations.
- Manage the inventory of event materials and supplies.
- Ensure proper documentation and archiving of event records.

## **5. Other Duties:**

- Perform other related duties as assigned by the Partners Development Cell Coordinator and the Directorate of External Relations.
- Participate in team meetings and contribute to the continuous improvement of event management processes.

## **IV. Qualifications and Skills:**

**Education:** Bachelor's degree in Management, Business Administration, or a related field.

**Experience:** At least 5 years of experience in project planning and management, preferably within an international organization or public sector.

**Skills:**

- 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.

**V. Language Requirements:**

Fluency in oral and written expressions in one (1) of the ECOWAS official languages (English, French and Portuguese).

Additional knowledge of another official language will be an added advantage