



JOB PROFILE

JOB TITLE	ADMINISTRATIVE OFFICER
JOB CODE	20003780
INSTITUTION	OFFICE OF THE AUDITOR GENERAL OF ECOWAS INSTITUTIONS
GRADE	P3/P4
INSTITUTION/AGENCY	N/A
DEPARTMENT	N/A
ANNUAL SALARY	P3/1 - UA40,696.78 (USD52,648.78)
STATUS	PERMANENT
DIRECTORATE	N/A
DIVISION	INTERNAL SERVICES
LINE SUPERVISOR	PRINCIPAL OFFICER, INTERNAL SERVICES
SUPERVISING	• PROTOCOL OFFICER • PROTOCOL ASSISTANT • ADMINISTRATIVE ASSISTANT • PROCUREMENT ASSISTANT • SECURITY ASSISTANT • DRIVERS
DUTY STATION	ABUJA, NIGERIA

THE OAG MANDATE AND FUNCTION

The Office of the Auditor General of ECOWAS Institutions (OAG) is an independent assurance office established to assist the ECOWAS Governance Bodies, in particular, the Council of Ministers and Audit Committee to carry out oversight functions, promote good corporate governance, accountability, and value for money in all Community Institutions, Specialized Agencies and Offices. The OAG is mandated to conduct Community-wide financial audits, compliance audits, performance audits, Investigations, and other Special Audits. The OAG structure comprises an Audit Directorate, a Directorate for Program Performance Audit, and an Internal Services Division. It is headquartered in Abuja, Nigeria.

ROLE OVERVIEW

Under the supervision of the Principal Officer, Internal Services, the incumbent shall coordinate all aspects of Administration, Facility Management, Procurement, and protocol

functions of the OAG. The incumbent shall assist the line supervisor in ensuring that the OAG's operations comply with relevant ECOWAS regulations, policies, and procedures. S/he shall also perform any other duties assigned by the Supervisor.

ROLE AND RESPONSIBILITIES

- Coordinate day-to-day execution of administrative tasks including secretarial, travel, document management, procurement, office supplies, fleet management, protocol, and related services in the OAG.
- Act as point of contact and provide administrative support to service providers, business partners and collaborators of the OAG.
- Assist the Supervisor to develop procedures and practices that promote smooth, efficient, and productive operations of the OAG.
- Prepare and organize all procurement and contracting activities including preparation of the procurement plan, adverts, tender management, contract management, materials management, and related activities to obtain optimum value for money for the organization.
- Carry out smooth operation of the administrative functions including work environment, space, equipment, and information retrieval system.
- Assist in identifying the operational needs and develop and support the implementation of the rules to facilitate the workflow process.
- Provide information to staff regarding office administration procedures, processes, and practices.
- Provide technical and logistical assistance in the organization of activities.
- Assist the Supervisor to co-ordinate and review the work of subordinates, appraise their performance, and make recommendations for training and development.
- Performs other duties as assigned by the supervisor.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Minimum of a bachelor's degree or equivalent from an accredited university in Business Administration, Management, Social Sciences, or related disciplines.
- Additional qualification (master's or post-graduate degree) or professional certification in Management, Public Administration or related field will be an added advantage.
- Minimum of 5 years of progressively responsible professional experience in administration, procurement, fleet management, logistics & supply chain management, or related area.
- Candidates with relevant work experience in an international / multi-cultural organization and broad skills set in administration, human resources, and information technology are highly desirable.

- Hands-on experience in using enterprise resource planning and document management software such as SAP, ECM, etc. will be an added advantage.

AGE LIMIT

- Be below 45 years old. This provision does not apply to internal candidates.

ECOWAS KEY COMPETENCIES

- Strong aptitude and working knowledge of the principles, practices and procedures for administration, management, human resources, communications, and accounting.
- Knowledge of the principles and techniques for effective administrative management including organization, planning, staffing, training, budgeting, reporting, risk management, governance, and internal controls.
- Ability to read and interpret laws, rules, regulations, contractual provisions within the ECOWAS Community.
- Ability to analyse business operations, policies, procedures, and control mechanisms, identify deficiencies and problem areas, and prepare appropriate recommendations for remedial action.
- Knowledge of labour relations and equal employment opportunity policies and procedures.
- Ability to obtain and analyse facts and precedents in solving problems and making administrative decisions.
- Ability to assign, co-ordinate and review the work of subordinates.
- Knowledge of accepted norms, rules, and customs, including practices developed within ECOWAS System or similar international organization.
- Knowledge of diplomatic and liaison services protocol in a governmental or international organization including experience developing constructive working relationships with host governments.
- Ability to build knowledge and understanding of the OAG's business and of ECOWAS sectorial areas.
- Ability to gain insight into customer needs and identify opportunities that benefit the internal or external customer.
- Ability to build and deliver solutions that meet customer expectations.
- Ability to establish and maintain effective customer relationships.
- Ability to engage and collaborate effectively with staff and partners instilling trust and accountability.

- Ability to be diplomatic, tactful, and respectful of other people from varied backgrounds, understanding diverse cultural views especially within West Africa with the ability to convert diversity into opportunities to improve program/operational outcomes.
- Ability to create a diverse and inclusive interactive environment that benefits from diverse strengths bringing together innovative practices.
- Ability to remain objective in managing conflict regardless of cultural differences /positions, gender differences, and encourage other staff to overcome cultural and gender bias and differences.
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Ability to serve the interest of culturally diverse multinational teams/organizations/communities and persons with disability without prejudice and bias.
- Ability to analyse a situation by using indicators to assess the costs, benefits, risks, and chances for success in making decisions.
- Ability to pull together information from different sources to identify the cause of problems, consequences of alternative causes of action, potential obstacles, and ways to avoid the problem in the future.
- Ability to break down complex situations/information into simple terms to explain recommendations and conclusions aimed at solving problems or improving operations/programs/projects.
- Ability to develop new insights into situations, apply innovative solutions to problems and to design new methods of addressing issues or disconnects where established methods and procedures are inapplicable or no longer effective.
- Ability to articulate thoughts clearly, concisely, and express ideas effectively using oral, written, visual and non-verbal communication skills, as well as listening skills to gain understanding.
- Ability to understand and manage your emotions to avoid stress and communicate effectively, confidently, respectfully and empathize with others.
- Ability to listen intently and correctly interpret messages from others and respond appropriately.
- Accomplished technical writing and editing skills.
- Exhibit active listening skills to encourage stronger communication amongst team members and to drive employee engagement in all institutions and agencies.
- Ability to give constructive feedback, provide recognition, address shortcomings, and motivate direct reports to work at peak performance.
- Proficiency in Information Communication Technology (ICT).

- 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 develop and implement individual action plans for achieving specific work goals.
- Ability to identify, organize and monitor tasks throughout to facilitate execution.
- Ability to contribute to team tasks or projects as per applicable standards and techniques and collaborate with meet deadlines.
- Ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators, and risks.
- Ability to identify, collect and assess indicators to monitor performance and to take proactive remedial action as required.
- Honest, Open and Transparent; Demonstrates Highest Levels of Integrity.
- Hold self-accountable for making decisions, managing resources efficiently, achieving and role modelling the OAG values.
- Hold team and partners accountable to deliver on their responsibilities without compromising on quality, and good customer relations, initiative, and independence.
- Proactive and take necessary initiatives to improve performance and apply appropriate consequences when results are not achieved.
- Knowledge of ECOWAS vision, mission, goals, institutions, sectors, programmes, projects, and activities.
- Understanding of organizational structures, management systems, strategic plans, business processes, operating procedures, and dynamics as to collaborate, participate, lead, and contribute effectively to achieve work assignments and meet performance goals.
- Knowledge of ECOWAS protocols, rules, regulations, policies, culture, and operating environment and appropriately interpret and apply same to work, coach others and collaborate with partners.
- Knowledge of internal and external factors, development trends, indicators, challenges, and opportunities as it relates to the ECOWAS agenda, programmes, and project.

Assessment method: Assessment of qualified candidates may include a written exercise and a competency-based interview.

How to apply:

Interested candidates to submit completed *Job Application Form*, *Curriculum Vitae*, and *Cover letter* as attachments to b67oagadminofficer@ecowas.int

ECOWAS Work Environment:

ECOWAS provides a work environment that reflects the values of gender equality, diversity, integrity, and a healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore, we encourage women to apply for positions that suit their competencies. Individuals from minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are also highly encouraged to apply. Diversity, Equity, and Inclusion is at the heart of ECOWAS's workforce.

Disclaimer:

Selection and appointment will be subject to background and reference checks and other administrative requirements.

ECOWAS does not charge for any application, processing, training, interviewing, testing in connection with application or recruitment processes and does not concern itself with information on applicants' bank accounts.