



WEST AFRICAN HEALTH ORGANIZATION
ORGANISATION OUEST AFRICAINE DE LA SANTE
ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE

HEALTH SECURITY PROGRAM IN WEST AND CENTRAL AFRICA - HeSP (P179078)

REQUEST FOR EXPRESSIONS OF INTEREST

Reference No.: BF-WAHO-BF-422874-CS-INDV

POSITION TITLE: ADMINISTRATIVE ASSISTANT

1- Introduction

The West African Health Organization (WAHO) is the specialized health institution of the Economic Community of West African States (ECOWAS).

Its mandate is to provide high-quality healthcare to the populations of the subregion. Communicable and non-communicable diseases are the leading causes of morbidity and mortality in the region; consequently, disease control and epidemic prevention are among the priorities of ECOWAS Member States and constitute a core focus of WAHO activities.

To support WAHO and countries in the region in addressing the burden of communicable and non-communicable diseases, the World Bank has financed the implementation of the Health Security Program for West and Central Africa under the Multiphase Programmatic Approach (HeSP).

HeSP comprises five components:

1. Prevention of health emergencies;
2. Detection of health emergencies;
3. Response to health emergencies;
4. Program management and capacity building; and
5. Contingent Emergency Response Component (CERC).

HeSP is a multiphase program that began in 2024 in the following three countries:

- Cabo Verde
- Guinea and
- Liberia, and WAHO.

In 2025, Nigeria and four Central African countries joined the program: Cameroon, Congo, the Central African Republic, and Chad.

WAHO plays a coordinating role for West African countries, while CEMAC coordinates the Central African countries.

In addition, the World Organisation for Animal Health (WOAH) is the main partner responsible for the program's animal health activities.

As part of the implementation of this program, WAHO seeks to recruit a qualified and experienced Administrative Assistant.

2- Description des services



The Administrative Assistant will play a key role in the efficient operation of the project unit by organizing the administrative operations and procedures essential to the smooth implementation of project activities. He/she will manage the schedules of all project coordinators, ensure proper record-keeping, and facilitate effective communication and correspondence to ensure the smooth functioning of the office. In this regard, he/she must be highly available and responsive to both internal and external requests.

3- Fonctions et responsabilités :

- Coordinate the activities of the project unit office and allocate tasks and assignments to ensure efficient service delivery;
- Provide administrative support for the efficient operation of the project unit office;
- Effectively organize office operations and procedures;
- Liaise with other departments to ensure the smooth operation of the office;
- Schedule appointments and make reservations for project coordinators;
- Manage incoming and outgoing correspondence as well as all documentation;
- Develop and maintain an effective and efficient electronic and manual filing system;
- Ensure the security, integrity, and confidentiality of information;
- Implement innovative office management techniques to improve operational efficiency;
- Handle inquiries and visitor reports;
- Provide support to the entire Project Management Unit team;
- Provide general assistance to visitors;

4- Documents à fournir

WAHO now invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they possess the relevant qualifications and experience to perform the Services.

Interested Consultants are invited to submit an application package comprising:

- An expression of interest letter addressed to the Director General of WAHO, with the position title stated in the subject line;
- A recent, dated and signed Curriculum Vitae (CV) highlighting qualifications, training, relevant professional experience, including the names of projects/employers and donors, as well as the candidate’s skills and suitability for the assignment;
- A copy of the relevant degree(s);
- Copies of certificates/attestations of service or employment certificates substantiating the candidate’s professional experience as stated in the CV.

5- Qualifications, expériences et compétences

- Bachelor’s degree or equivalent in secretarial studies or administration from a recognized higher education institution.
- At least six (6) years of experience in secretarial services and administrative management, including at least three (3) years within a regional or international organization.
- Knowledge of relevant software and Enterprise Content Management (ECM) systems, as well as correspondence-related procedures, guidelines and processes for preparing and using administrative documents and templates;
- Applications from qualified women are strongly encouraged.



6- Méthode et procédure de sélection

The Individual Consultant will be selected in accordance with the Individual Consultant Selection method set out in the World Bank Procurement Regulations for IPF Borrowers, Seventh Edition, September 2025.

Following the request for expressions of interest, a shortlist of qualified candidates will be established. Shortlisted candidates will be invited to an oral test, after which the best candidate will be invited for contract negotiations.

7- Shortlisting Criteria

No.	Evaluation Criteria	Maximum Points
I	General Qualifications	30
a)	Degree Bachelor's degree or equivalent in secretarial studies or administration from a recognized higher education institution.	10
b)	General Experience At least six (6) years of experience in secretarial services and administrative management, across all fields and types. Six (06) years of experience: 18 points More than six (06) years: 1 additional point per additional year of experience, up to a maximum of 2 points	20
II	Suitability for the Assignment: Specific Experience	70
c)	Experience as an Office Manager on a development project or program. Six (06) years: 28 points More than six (06) years: 1 additional point per additional year of experience, up to a maximum of 2 points	30
d)	At least three (3) years of prior professional experience in secretarial services and administrative management within a regional or international organization. Three (03) years: 21 points More than three (03) years: 1 additional point per additional year of experience, up to a maximum of 2 points	23
e)	Experience as an Office Manager on a World Bank-financed development project or program 2 points per experience, up to a maximum of 2 points	2
f)	Ability to effectively use information and communication technologies (ICT) (must be explicitly stated in the CV) Email (Outlook/Gmail: management, sorting, archiving): 2 points Collaborative tools (Teams, Zoom, Google Meet, etc.): 1.5 points Storage and sharing (Google Drive, OneDrive, SharePoint): 1.5 points	5
g)	Knowledge of relevant software and Enterprise Content Management (ECM) systems, as well as correspondence-related procedures, guidelines and processes for preparing and using administrative documents and templates (must be explicitly stated in the CV)	6



No.	Evaluation Criteria	Maximum Points
	Proficiency in office software (Word, Excel, Outlook/email): 3 points Use of ECM systems (SharePoint, OpenText, eDoc): 3 points	
h)	Proficiency in one of the official ECOWAS languages: English, French and Portuguese (must be explicitly stated in the CV) Proficiency in one language: 2 points Proficiency in a second language: 2 points	4
	Total	100

In the event of a tie, preference will be given to the Consultant with greater experience as an Administrative Assistant on a World Bank-financed development project or program.

8- Duration, Duty Station and Nature of the Contract

This contract is financed from funds available under the financing agreement signed with the World Bank for HeSP.

The contract duration is one (1) year, renewable for a period not exceeding the duration of the project, subject to the availability of funds and a satisfactory annual performance evaluation. The salary and overall benefits package are highly attractive. The “Office Manager” will be based at WAHO Headquarters in Abidjan, Côte d’Ivoire, and will undertake missions to ECOWAS Member States as required.

9- Other Submission Information

Interested Individual Consultants may obtain further information on the reference documents at the email address below during working hours, Monday to Friday, from 08:00 to 16:00: procurement@diffusion.wahooas.org, with copy to mcoulibaly@prj.wahooas.org

They may also download the Terms of Reference or this Request for Expressions of Interest from the WAHO website: <https://data.wahooas.org/tenders/tenders/list>.

Interested and duly qualified Individual Consultants are invited to express their interest by submitting their application electronically at <https://data.wahooas.org/tenders/tenders/list>.

The deadline for receipt of applications is **November 9, 2026 at 12:00 GMT**.

The cost of preparing and submitting the Expression of Interest shall be borne by the Consultant.

Prof Palokinam T. PITCHE
Director General