



Vacancy Announcement

Reference # *wacsof_EC_GS_2017*

Position Title:	General Secretary
Duty Station:	Abuja, Nigeria
Duration of Appointment:	1 Year (renewable)
Reporting to:	Executive Committee, WACSOF
Expected Start Date:	April, 2017
Application deadline:	March 17 th , 2017

1. About WACSOF

The West African Civil Society Forum (WACSOF) is a platform for the aggregation of civil society agency, interests, and interventions across the 15 states of West Africa. It was founded in 2003 with the sole purpose of channelling civil society energies towards complimenting the regional integration and development agenda of the ECOWAS 'System' Institutions. (www.wacsof.net)

2. About the position

WACSOF seeks to hire as a General Secretary, a competent, dependable, self-driven person with high level of integrity, great team management capacities. The appointed Officer will be based at WACSOF Secretariat, located in Abuja, Nigeria. S/he will directly report to the Executive Committee and will supervise WACSOF staff. WACSOF looks at two basic areas when appointing a General Secretary including **Corporate, Functional and language Competencies**.

3. Key Responsibilities

The General Secretary will have the overall responsibility to:

- promote the vision, mission, and strategic goals of WACSOF;
- ensure that the structure of governance, management and administration of WACSOF are efficient, effective and competitive by providing guidance to the Executive Committee to inform their strategic decisions;
- ensure annual work plan and budgets are developed and set targets are achieved in pursuance of WACSOF Strategic Plan 2015-2020;
- oversee the use of financial resources and provide adequate reports to partners;
- oversee the recruitment, retention and management of staff;
- provide leadership to all staff, interns and volunteers fostering a positive and conducive work environment;
- monitor and track staff performance;
- develop and maintain a strong relationship with ECOWAS
- serve as point of contact of key relationships with external stakeholders (ECOWAS, AU, UN and donors);

- develop and maintain regular communication mechanism with all WACSOF members from the 15 Member States;
- mobilize resources for the institutional and operational functioning of WACSOF;
- provide periodic report on the Secretariat's activities to the Executive Committee;
- coordinate overall organizational performance across ECOWAS, as well as for all policy matters in relation to civil society, funding and project sourcing, finance and resource allocation, planning, physical resources, human resource, regional civil society matters, research and general advancement of WACSOF.

4. Requirements

To be considered for this position, the applicant MUST satisfy the following requirements:

Corporate Competencies

- Fluency in at least two languages of ECOWAS region (a working knowledge of a third will be an added advantage);
- Advanced university degree (Minimum of Master's degree or equivalent) from a recognized University preferably in International Relations, Political Science, Social Studies, Law, Economics, Peace and Security or any related field;
- Strong leadership, oral and written communication skills - use of simple and clear language;
- Ability to work in a team (strong task management and team leading competencies) ;
- Good networking across the civil society sector;
- Possess good work ethic, agility, resilience, honesty, integrity and strong interpersonal skills ;
- Ability to work with a diverse group of individuals in a professional and service-oriented manner ;
- Possess a passion for developing people ;
- Display cultural, gender, religion, nationality and age sensitivity;
- Ability to drive change and innovation.

Functional Competencies

- Seven (7) to ten (10) years of experience in Civil Society management and development, socio-economic policy formulation, research, analysis or related areas at the international level;
- Experience in organizing high level meetings or international meetings;
- Ability to work under pressure and in a politically sensitive environment;
- Ability to assess the effectiveness and sustainability of programme structure and implementation modalities;
- Thorough understanding of key elements of results-based programme management;
- Hands-on experience in managing multiple partners across geographies;
- Ability to manage multiple workflows and simultaneous projects;
- Strong computer literacy skills, including high level of proficiency in all Microsoft Office applications.

Other Criteria

- Below fifty (50) years old;
- Citizen of an ECOWAS Member State who is in sound health and willing to travel within West Africa.

5. Terms of Appointment

The General Secretary will be employed for an initial period of one (1) year renewable, including a 3-month performance-based probation and subject to consecutive annual performance reviews and funding availability. This position is open to ECOWAS nationals only.

6. Salary

The remuneration for this position will be on the basis of the candidate's experience.

7. How to apply

Interested candidates should submit letters of application, by quoting the subject of the email REF: 'WACSOF General Secretary', accompanied by a comprehensive up-to-date CV to the WACSOF recruitment firm at cabinetbdl@orange.sn and a copy should be sent to the President of the Recruitment Commission at: dansafara78@yahoo.fr.

Only shortlisted candidates will be contacted. Application received after the deadline will not be considered.

WACSOF is an equal opportunity employer and actively seeks candidates from a diverse background.

