

**ECOWAS
COMMISSION**

**COMISSÃO DA
CEDEAO**



**COMMISSION
DE LA CEDEAO**

VACANCY ANOUNCEMENT

Direction : COMMUNITY COMPUTER CENTRE
Poste : ECOBIZ Implementation assistants G3/4 (2 persons)
Duty Station : Abuja, Nigeria
Salary Grade : G3/4
DURATION : Contract for one year renewable

Responsibility

Under the supervision of the Director, Community Computer Centre, he should be responsible for:

- Ensuring quality of data entered into ECOBIZ and ECO-Invest data bases
- Ensuring the integrity, security and availability of all data bases under ECOBIZ portal
- Assist in the implementation of the Strategic Plan for development of ECOBIZ
- Undertake any other assignment given to him/her by the Director, CCC

Qualifications and working Experience

Applicant must be holder of at least HND or equivalent in social sciences or computer science .

He/she must have working experience in data base administration or implementation of communication plan/strategy in international organization

METHOD OF APPLICATION

Interested and qualified candidates should send their detailed curriculum vitae including photocopies of their academic certificates, telephone numbers, e-mail addresses with a covering letter, quoting the relevant reference number at the top right hand corner of their application envelopes addressed to the:

**The President of the Commission
Attention: Director of Human Resources
ECOWAS Commission,
101, Yakubu Gowon Crescent,
P.M.B 401, Garki,
Abuja, Nigeria
E-mail: jobs@ecowas.int**

Only citizens of ECOWAS Member States are qualified to apply.

The deadline for the receipt of all applications is **Friday, 16 October, 2009 at 5p.m. prompt.**

Please note that only short-listed candidates will be contacted.