

# COMISSÃO DA CEDEAO

ECOWAS COMMISSION



COMMISSION DE LA CEDEAO

## VACANCY ANNOUNCEMENT

The Council of Ministers of the Economic Community of West African States, ECOWAS, established, within the ECOWAS Commission, a Small Arms Unit with the mandate to monitor and coordinate the implementation of the of the 1998 ECOWAS Moratorium on the Importation, Exportation and Manufacture of Light Weapons, which has been transformed into the ECOWAS Convention on Small Arms and Light Weapons, their Ammunition and Other Related Materials in June 2006.

To strengthen the capacity of the Small Arms Unit to fulfil its mandate, the ECOWAS Commission is seeking to recruit highly qualified candidates for the following positions:

<b><u>Directorate:</u></b>	<b>Peace Keeping &amp; Regional Security</b>
<b><u>Post:</u></b>	<b>Programme Officer – Research &amp; Publication</b>
<b><u>REF :</u></b>	<b>ECW-COMM/REC/PKRS-P/003/2009</b>
<b><u>Grade:</u></b>	<b>P3 (UA 21,567 – 25,991)</b>
<b><u>Supervisor:</u></b>	<b>Head of Small Arms Unit</b>
<b><u>Duty Post:</u></b>	<b>Abuja, Nigeria</b>

### DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head of the Small Arms Unit, the Programme Office, Small Arms will:

- Help conceptualise the content of ECOWAS research and information gathering activities in the field of Small Arms and Light weapons
- Plan and organize research projects according to resources available
- Develop plans for studies
- Conduct research projects, including field research, on a range of topics, using all sources of information to collect, record, analyze and evaluate facts
- Discuss and validate findings
- Prepare reports for publication or for the use for new research activities
- Develop and maintain collaboration with relevant research institutes
- Conduct any other task that may be required

### QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Sociology/ Political Science/ Development Studies or Criminology
- At least five (5) years cognate experience in National, Regional or International Organisations;
- Possession of a higher degree would reduce the required experience to three (3) years;
- Familiarity in quantitative methods, namely social science statistics gathering and analysis
- Expert working knowledge of Microsoft Office, including Word and Excel
- Field research experience would be an advantage
- Knowledge of the ECOWAS political, security and development challenges and opportunities would be an advantage
- Familiarity with international relations and organizations would be an advantage
- Experience in small arms and light weapons, security, conflict analysis and prevention related issues would be an advantage

## **AGE**

Candidate must not be over **fifty (50) years** of age at the point of recruitment.

## **LANGUAGE**

Must be fluent in one of the official languages of ECOWAS: English, French and Portuguese. A working knowledge of second official language would be an advantage.

## **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](mailto:jobs@ecowas.int)**

**Only citizens of ECOWAS Member States are qualified to apply.**

Prospective Candidates are advised to visit ECOWAS website at [www.ecowas.int](http://www.ecowas.int)

The deadline for the receipt of all applications is **Friday, 26 June, 2009 at 5p.m. prompt.**

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