



**ECOWAS Bank for Investment and Development (EBID), based in Lomé, Togolese Republic, is seeking to recruit a qualified person, who is citizen of the Community, to fill the following vacancy in the Professional Staff category.**

Position	Main duties and Responsibilities	Required Qualification, Experience and Skills
<p style="text-align: center;"><b>Head of Project Implementation and Monitoring Division</b></p> <p style="text-align: center;"><b>(Grade P5)</b></p>	<p><b><u>Job summary</u></b></p> <p>The Head of Project Implementation and Monitoring Division (Financed Projects) will oversee the execution and monitoring of projects financed by the institution. This role requires strategic planning, leadership, and coordination to ensure that funded projects are delivered on time, within budget, and to the highest quality standards. The ideal candidate will have robust project management expertise, a thorough understanding of development finance, and the ability to collaborate effectively with a variety of stakeholders. The position reports to the Head of the Risk Management Department.</p> <p><b><u>Duties</u></b></p> <p><b><u>Duty 1: Leadership and Strategy:</u></b></p> <ul style="list-style-type: none"> <li>• Develop and implement strategic plans for the division to ensure effective project execution and monitoring.</li> <li>• Lead, mentor, and manage the project implementation and monitoring teams to achieve high performance and professional growth.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in project management, Development Studies, Finance, Business Administration, or a related field.</li> <li>• A professional certification in project management (e.g., PMP, PRINCE2) is highly desirable.</li> <li>• Minimum of 10 years of experience in project management, with at least 5 years in a leadership role within a development finance institution or a similar organization.</li> <li>• Proven track record of successfully managing and delivering complex development projects, particularly those financed by financial institutions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure alignment of project activities with the institution's strategic goals and development objectives.</li> </ul> <p><b><u>Duty 2: Project Planning and Management:</u></b></p> <ul style="list-style-type: none"> <li>• Oversee the planning, execution, and monitoring of all development projects financed by the institution.</li> <li>• Ensure projects are delivered on time, within budget, and to the required quality standards.</li> <li>• Establish and maintain robust project management frameworks and methodologies.</li> </ul> <p><b><u>Duty 3: Stakeholder Engagement:</u></b></p> <ul style="list-style-type: none"> <li>• Build and maintain strong relationships with key stakeholders, including government agencies, donors, contractors, and community representatives.</li> <li>• Facilitate effective communication and collaboration among project stakeholders to ensure successful project outcomes.</li> <li>• Represent the institution in high-level meetings, forums, and negotiations related to project implementation and monitoring.</li> </ul> <p><b><u>Duty 4: Monitoring, Evaluation, and Reporting:</u></b></p> <ul style="list-style-type: none"> <li>• Develop and oversee the implementation of monitoring and evaluation (M&amp;E) frameworks to track project performance and impact.</li> <li>• Ensure timely and accurate reporting on project progress, challenges, and outcomes to senior management and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in managing multicultural environments.</li> <li>• Basic level proficiency in a second language (English, French, or Portuguese will be an added advantage).</li> </ul>
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- Use data and insights from M&E activities to inform decision-making and improve project effectiveness.

**Duty 5: Risk Management and Compliance:**

- Identify and manage risks associated with project implementation, ensuring timely mitigation measures are in place.
- Ensure compliance with institutional policies, donor requirements, and regulatory standards.
- Implement quality assurance processes to maintain high standards of project execution and accountability.

**Duty 6: Financial Management:**

- Oversee the financial management of projects, ensuring efficient use of resources and adherence to budgets.
- Monitor project expenditures and financial performance, providing regular updates to senior management.
- Ensure transparency and accountability in financial reporting and project audits.

**Duty 7: Continuous Improvement:**

- Promote and implement continuous improvement initiatives to enhance project implementation and monitoring processes for financed projects.
- Stay updated on industry trends, emerging practices, and technologies in project management and development finance.
- Introduce innovative approaches to improve the efficiency and effectiveness of financed project implementation.

❖ **OTHER REQUIREMENTS**

- Be a national of one of the ECOWAS Member States;
- Have sound knowledge of computer tools (Word, Excel, Access and Power Point);
- Fluent in French and/or English and/or Portuguese, and proficient in one of the other two languages.

❖ **APPLICATION MUST INCLUDE THE FOLLOWING:**

- A detailed curriculum vitae.
- A cover letter;
- Copies of academic and professional certificates;
- A copy of national identity card or passport;
- A copy of birth certificate.

Interested candidates should submit by email, their applications to [recrutbidc@bidc-ebid.org](mailto:recrutbidc@bidc-ebid.org), no later than November 15, 2024, with the subject "**2024 RECRUITMENT PROGRAMME 2 - HEAD OF PROJECT IMPLEMENTATION AND MONITORING DIVISION** "

**N.B.**: Only shortlisted candidates will be invited for interview. EBID reserves the right to withdraw the notified vacancy or offer position at a lower grade. Female applications are strongly encouraged.