JOB DESCRIPTION	**INTERNAL AND EXTERNAL CANDIDATES**

JOB TITLE	PUBLIC INFORMATION ASSISTANT
JOB CODE	**ECW/ Public information Assistant/032**
INSTITUTION	COMMUNITY COURT OF JUSTICE
GRADE	G4/G5/G6
INSTITUTION/AGENCY	COMMUNITY COURT OF JUSTICE
DEPARTMENT	OFFICE OF THE PRESIDENT
ANNUAL SALARY	**USD 15,612.0- USD 30,932.71**
STATUS	PERMANENT
DIRECTORATE	OFFICE OF THE PRESIDENT
DIVISION	**PUBLIC INFORMATION AND OUTREACH DIVISION**
LINE SUPERVISOR	**HEAD OF DIVISION PUBLIC INFORMATON AND OUTREACH**
SUPERVISING	N/A
DUTY STATION	ABUJA-NIGERIA

ROLE OVERVIEW

Under the supervision of the Head of Division of Public information and Outreach, the Information Assistant will play a vital role in the smooth running of the Department from welcoming visitors to reception of calls, fixing appointments, organizing the schedule of his/her superior, drafting correspondence and filing documents.

ROLE AND RESPONSIBILITIES

1. Update and maintain a database of media contacts and media channels.
2. Assist in tracking media exposure on the Court
3. Take professional pictures and edit pictures for multi-media use.
4. Create graphic designs for communication materials including newsletter, fliers and other division publications.
5. Manage supervisor's schedule.
6. organise and manage appointments.
7. receive and welcome visitors.
8. Manage documents (in-coming and out-going correspondence).
9. Create a database of in-coming and out-going mail.
10. Ensure follow-up on all incoming documents.
11. Organise meetings and ensure that meeting rooms are booked in time.
12. Receive, draft, and make follow-up on administrative letters.

13. Prepare requisitions for office supplies .
14. Undertake any other duty assigned by the superiors.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:

- Minimum of a Higher National Diploma in communications, journalism, design or related field from a tertiary institution of recognised standing.

Experience:

- Minimum of 5 years of relevant experience in journalism, communications, public information, public relations and administration, or a related field.
- proven experience and creativity in in-house multimedia production, including using different computer editing and design packages such as In Graphic Design, Photoshop, and Final Cut Pro, and web publishing software (CQ5 is an asset).
- demonstrated experience creating and producing graphic materials using a range of media, methods, techniques, and equipment.
- Experience in web-based management systems and operational knowledge of professional audio and/or video recording equipment.

ELIGIBILITY CRITERIA

Candidates must be citizens of one of the ECOWAS Member States, and resident in Nigeria

AGE LIMIT

35 years old. This condition does not apply to internal candidates

LANGUAGES

Candidates must be fluent in one of the official languages of the Community: English, French or Portuguese. A working knowledge of another would be an advantage.

ECOWAS KEY COMPETENCIES

- Ability to provide suggestions based on own observations that will improve the way work is accomplished and confidently lead on their implementation as **requested.**
- demonstrated experience working effectively as a team member, occasionally leading on discussions and/or replacing other leading roles as **required.**
- Ability to support the team by keeping abreast of the team's initiatives, events and needs, assisting team leaders as **required.**
- Ability to take responsibility for own career and performance and to regularly and independently engage in self-assessment activities (e.g. self-reflection, obtain feedback);
- Ability to develop and maintain skills and expertise required to perform in the role effectively e.g. relevant technologies, professional standards, and relevant regulations/policies.

- Excellent work ethics, positivity, motivation, flexibility and problem-solving skills to carry out tasks associated with **position.**
- Ability to take initiative to resolve semi-routine problems and make recommendations to improve the quality/quantity of services to **clients.**
- ardent desire to help others in a variety of circumstances of relevance to own work area and to refer to appropriate person for further assistance as required.
- Ability to work as part of a team in articulating the needs of clients and stakeholders.
- Ability to manage own time effectively and meet service standards and objectives related to assigned responsibilities.
- Understands how to access internal resources or services to enhance cultural awareness and actively seeks to improve multicultural skills when interacting with others with culturally and linguistically diverse backgrounds, especially within west Africa.
- Ability to listen attentively to people's ideas, requests and concerns and to understand, internalize and develop diversity management skills in accordance with ECOWAS rules/policies.
- ability to recognize preconceived notions and stereotypical views of certain groups and individuals and to successfully adopt inclusive and culturally appropriate behaviours.
- Basic understanding of the ECOWAS organization mandate and its functions, particularly those of own institution/agency.
- knowledge of ECOWAS routine procedures and practices as it relates to assigned responsibilities (e.g. standards and rules) and work tools (e.g. technology);
- Ability to apply ECOWAS standards for emailing and other routine tasks and to keep records, and information pertaining to assigned work in accordance with rules and regulations.
- Ability to apply ECOWAS procedures relevant to tasks and demonstrate understanding of associated systems, processes, rules and/or standards sufficiently to explain their necessity and to identify errors and consequences.
- Excellent numeracy skills with the ability to collect, collate, classify and summarize data following clear and simple instructions.
- demonstrated ability to challenge established procedures with a view of improving performance and/or outputs.
- detail oriented with an ability to detect and correct errors and to keep accurate records of simple indicators/information.
- Ability to gather and arrange information and data in a simple and understandable manner.
- Ability to provide accurate and complete information to supervisor/co-workers/clients as requested, using good judgement, tact and diplomacy**.**
- demonstrated ability to use computers with advanced word-processing skills including a working knowledge of spreadsheets (e.g. excel), inter/intranet, email and social media.
- Ability to read/listen and understand semi-routine instructions and carry them out with limited supervision.
- Ability to produce clear, concise, logical and grammatically correct written material in English or French and to have equal verbal language proficiency.
- ability to address issues with others in a candid, timely and straightforward fashion.
- Ability to organize semi-routine work tasks, to identify solutions to address conflicting priorities or uncertainty in carrying out new or changing tasks.
- Ability to develop work goals and identify the steps needed to achieve these goals.
- Ability to understand and contribute to team or work unit goals as directed by

supervisor**.**

- Ability to work within well-established office practices and balance multiple tasks within set deadlines.

Assessment method: Assessment of qualified candidates may include a written exercise and a competency-based interview.

ECOWAS Work Environment:

ECOWAS provides a work environment that reflects the values of gender equality, diversity, integrity and a healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore, we encourage women to apply for positions that suit their competencies. Individuals from minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are also highly encouraged to apply. Diversity, Equity and Inclusion is at the heart of ECOWAS's workforce.

Disclaimer:

Selection and appointment will be subject to background and reference checks and other administrative requirements.

ECOWAS does not charge for any application, processing, training, interviewing, testing in connection with application or recruitment processes and does not concern itself with information on applicants' bank accounts.

To view the complete job description and apply to this position, follow the link below