

DECISIONS, RESOLUTIONS AND DIRECTIVES

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DECISIONS, RESOLUTIONS AND DIRECTIVES

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DECISION C/DEC.1/11/91 ON THE ADOPTION OF THE 1992 COMPENSATION BUDGET ESTIMATES FOR PROJECTED LOSS OF REVENUE BY MEMBER STATES AS A RESULT OF INTRA-COMMUNITY TRADE LIBERALISATION

THE COUNCIL OF MINISTERS

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision A/DEC. 19/5/80 dated 28 May 1980 of the Authority of Heads of State and Government on the application of the compensation procedures for loss of revenue suffered by ECOWAS Member States as a result of the trade liberalisation programme;

MINDFUL of Decision A/DEC. 6/6/89 dated 30 June 1989 of the Authority of Heads of State and Government designating 1st of January 1990 as the date for the take-off of the trade liberalisation scheme for industrial products originating from Member States of the Community;

MINDFUL of Decisions C/DEC. 6/12/88, C/DEC. 2/5/90 and C/DEC. 12/7/91 of the Council of Ministers establishing an approved list of industrial products to benefit under the trade liberalisation scheme;

ON THE RECOMMENDATION of the Trade, Customs, Immigration, Money and Payments Commission, meeting in Lagos from 22 to 26 April 1991;

ON THE ADVICE of the Administration and Finance Commission;

D E C I D E S

Article 1

1. The 1992 budget for the compensation of projected loss of revenue by Member States as a result of the implementation of the intra-Community trade liberalisation scheme is fixed at FOUR MILLION FOUR HUNDRED AND EIGHTY TWO THOUSAND AND TWENTY THREE Units of Account (4 482 023 UA). The budget is broken down as reflected in the attached table.

2. This amount shall be paid into a special fund under the management of the ECOWAS Fund and shall constitute the permanent resource of the Fund to be used exclusively for payment of loss of revenue suffered by Member States as a result of trade liberalisation.

Article 2

A table showing the position of each Member State in respect of payment of contribution to cover the new approved products for 1992 budget is hereto attached.

Article 3

The ECOWAS Executive Secretary and the Managing Director of the Fund shall be responsible for the implementation of this Decision.

Article 4

This Decision shall come into force upon signature and shall be published in Official Journal of the Community and in the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF
NOVEMBER 1991



HONOURABLE JEAN PAUL DIAS
CHAIRMAN

FOR COUNCIL

BUDGET DE COMPENSATION POUR L'EXERCICE 1992
EN UNITE DE COMPTE (U.C.)
COMPENSATION BUDGET FOR THE YEAR 1992
IN UNITS OF ACCOUNT (U.A.)

NATURE DES DEPENSES NATURE OF EXPENDITURE	MONTANT (U. C.) AMOUNT (U.A.)	NATURE DES RECETTES CALLED-UP CONTRIBU- TIONS FOR 1990	MONTANT (U. C.) AMOUNT (U. A.)
<p>Moins valeurs résultant des échanges des produits agréés pour 1990 / Loss of revenue resulting from trade in approved products for 1990.</p>	<p>1 303 823</p>	<p>Contributions appelées pour l'exercice 1990 / Called-up contributions 1990</p>	<p>1 303 823</p>
<p>Moins valeurs résultant des échanges des produits agréés pour 1991 / Loss of revenue resulting from trade in approved products for 1991.</p>	<p>1 590 300</p>	<p>Contributions appelées pour l'exercice 1991 / Called-up contributions for 1991.</p>	<p>1 590 300</p>
<p>Moins valeurs résultant des échanges des produits agréés pour 1992 / Loss of revenue resulting from trade in approved products for 1992.</p>	<p>1 587 900</p>	<p>Contributions appelées pour l'exercice 1992 / Called-up contributions for 1992</p>	<p>1 587 900</p>
<p>TOTAL</p>	<p>4 482 023</p>	<p>TOTAL</p>	<p>4 482 023</p>

REPARTITION DES CONTRIBUTIONS AU BUDGET DE COMPENSATION AU TITRE 1992
CONTRIBUTION TO THE COMPENSATION BUDGET OF 1992

ETAT MEMBRE	VALEUR DES EXPORTATIONS EN U.C.	POURCENTAGE DES EXPORTS PAR ETAT MEMBRE /	MONTANT DES CONTRIBUTIONS AU BUDGET DE COMPENSATION EN U.C./
MEMBRE STATE	VALUE OF EXPORTS IN U.A.	PERCENTAGE OF EXPORT PER MEMBER STATE	CONTRIBUTIONS TO THE COMPENSATION BUDGET IN U.A.
GHANA	6 882 000	48.44%	769 179
NIGERIA	7 326 000	61.56%	818 721
TOTAL	14 208 000	100.00%	1 587 900

DECISION C/DEC. 2/11/91 ON THE ADOPTION OF THE SCHEME OF SERVICE FOR THE STAFF OF THE INSTITUTIONS OF THE COMMUNITY

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the Staff Regulations of the Economic Community of West African States;

MINDFUL of Decision C/DEC. 11/6/89 on selection and recruitment criteria for Staff of Community Institutions and Decision C/DEC. 12/6/89 on promotion of officers and other categories of Staff of Community Institutions dated 27 June, 1989;

AWARE of the need to determine the general organisation of the Institutions of the Community and to reflect in broad terms, the duties and levels of responsibility for each post;

CONSCIOUS of the need to establish clearly defined career prospects and advancement within each cadre in the Institutions of the Community;

DECIDES

Article 1

ADOPTION OF THE SCHEME OF SERVICE

1. The Scheme of Service for the Institutions of the Community as contained in Annexures 1—VI to this Decision is hereby adopted.
2. The relevant provisions of the Staff Regulations of the Community relating to Promotions, Council Decision C/DEC. 11/6/89 on Selection and Recruitment Criteria for staff of Community Institutions dated 27 June 1989 and Council Decision C/DEC. 12/6/89 on Promotion of Officers and other Categories of Staff of Community Institutions dated 27 June 1989 shall form an integral part of the Scheme of Service for the Institutions of the Economic Community of West African States.

Article 2

GENERAL ORGANISATION OF COMMUNITY INSTITUTIONS

The Community Institutions shall be organised into Departments headed by Directors on salary scale D. The Departments shall have various Divisions responsible for specific subject or subjects and headed by an Officer Class I on Salary scale P5, designated Chief of the Division. The Division shall, where and when necessary, be sub-

divided into Sections responsible for specified subjects for which the Division is responsible. A Section shall normally be headed by an Officer Class II on P4 grade level. Other grades of professional staff ranging from Class III through Class IV to Class V, respectively salary grades P3, P2 and P1 shall serve in Units within Sections.

Article 3

CLASSIFICATION OF STAFF OF THE COMMUNITY

Staff of Community Institutions shall be classified into cadres in accordance with their specialisation as reflected in Annexes I, II and III for Professional, General Service and Auxiliary categories respectively as defined in Articles 5 and 6 of the Staff Regulations.

Article 4

LEVEL OF APPOINTMENT AND QUALIFICATION

1. The level at which appointment is made shall be dependent on the needs of the Institution, due regard being given to the degree of responsibility and qualification and experience attributed to the post by Council in Decision C/DEC.11/6/89
2. The professional staff of Community Institutions shall be appointed at six (6) levels in the following hierarchy:
 - a) Director Salary Scale D
 - b) Officer Class I, Salary Scale P5
 - c) Officer Class II, Salary Scale P4
 - d) Head of Unit or Officer Class III, Salary Scale P3
 - e) Officer Class IV, Salary Scale P2
 - f) Officer Class V, Salary P1
3. The levels of appointment of the other categories of staff are reflected in Annexes II and III.

Article 5

DUTIES AND RESPONSIBILITIES – QUALIFICATION AND EXPERIENCE

The duties and responsibilities of staff are broadly reflected in Annexes IV, V and VI, respectively for Professional, General Service and Auxiliary staff.

Article 6

CAREER PROSPECTS

Any staff member may rise to the top of his profession by progression in the course of his service provided he has the requisite qualification, demonstrates professional competence, a high sense of responsibility and a comportment befitting an international civil servant

Article 7**METHOD OF ENTRY**

1. Entry into any post in the Community Institutions shall be by competition; Subject to the application of this principle, lateral transfer from one cadre to another within the same category of staff classification as well as transfer from one Community Institution to the other are authorised.
2. In making direct appointments, cognizance should be taken of the provisions of Council Decision C/DEC. 11/6/89 on Selection and Recruitment Criteria for Staff of Community Institutions and the relevant provisions of the Staff Regulations and Rules (Article 12).

Article 8**PROMOTIONS WITHIN THE CADRE**

Promotion within the cadre shall be done in accordance with the Staff Regulations, Council of Ministers Decision C/DEC.12/6/89 and any Regulations or Rules that may be made from time to time. It shall involve the vertical movement of a staff from one grade level to another immediately higher. Promotion of an officer shall be allowed where there is vacancy.

Article 9**PROMOTION FROM ONE CATEGORY TO ANOTHER**

1. Promotion from one category to another shall be allowed provided the staff concerned in the movement possesses the requisite qualification or has

done an in-service course designed for such advancement. Appointment to the professional category from any other category may only be effected after the normal processes of recruitment into the professional cadre involving advertisement and open competition in which the internal candidate participated.

2. In cases of movement from one category to a higher one, outside the professional category, competition for filling any vacant post shall be limited to serving officers unless no serving officer is considered suitable for such appointment.

Article 10**ENTRY INTO FORCE**

This Decision shall enter into force on the 1st day of January 1992 and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF
NOVEMBER, 1991



H.E. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

ECW/AFC/VII/2A/REV.1

**SCHEMES OF SERVICE FOR
COMMUNITY INSTITUTIONS**

PROFESSIONAL STAFF CADRE – SALARY RANGE		ANNEX I	PAGE
DIRECTORS			15
ADMINISTRATIVE OFFICERS			
— General Administration	P1 – P5		16
— Personnel Officers	P1 – P5		16
— Conference Officers	P1 – P5		17
— Interpreters	P3 – P5		18
— Translators	P3 – P5		18
INTERNATIONAL RELATIONS OFFICER	P1 – P5		19
LIBRARIANS	P1 – P5		19
ENGINEERS			
— Industrial	P1 – P5		19
— Building	P1 – P5		19
— Mechanical	P1 – P5		19
— Telecommunication	P1 – P5		19
— Electrical	P1 – P5		19
— Refrigeration	P1 – P5		19
— Agricultural	P1 – P5		19
— Civil	P1 – P5		19
— Statistical	P1 – P5		20
LEGAL OFFICERS	P1 – P5		20
ACCOUNTANTS	P1 – P5		20
AUDITORS	P1 – P5		21
FINANCE OFFICERS	P1 – P5		22
SOCIAL AFFAIRS OFFICERS	P1 – P5		22
CULTURAL OFFICERS	P1 – P5		23
INFORMATION OFFICERS	P1 – P5		24
TRADE OFFICERS	P1 – P5		24
TOURISM OFFICERS	P1 – P5		25
CUSTOMS OFFICERS	P1 – P5		25
IMMIGRATION OFFICERS	P1 – P5		26
INDUSTRIAL OFFICERS	P1 – P5		27
FORESTRY OFFICERS	P1 – P5		27
FISHERIES OFFICERS	P1 – P5		28
AGRICULTURAL OFFICERS	P1 – P5		29
LIVESTOCK OFFICERS	P1 – P5		30

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TRANSPORT OFFICERS	P1 – P5	30
COMMUNICATION OFFICERS	P1 – P5	31
ENERGY OFFICERS	P1 – P5	32
ECONOMISTS		
– Project Analysts	P1 – P5	32
– Financial Analysts	P1 – P5	32
– Industrial Economists	P1 – P5	32
– Money Economists	P1 – P5	32
– Agricultural Economists	P1 – P5	32
– Transport Economists	P1 – P5	32
– Development Economists	P1 – P5	32
STATISTICIAN CADRE	P1 – P5	33
DIRECTOR	D1 – D2	34
COMPUTER OFFICERS		
– System Analysts	P1 – P5	34
– Programmers	P1 – P5	34
– Operations Managers	P1 – P5	34
– Trainers	P1 – P5	34
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ANNEX II

GENERAL SERVICE STAFF – SALARY RANGE

ADMINISTRATIVE ASSISTANT CADRE		35
– Administrative Assistant Grade I	G6	35
– Administrative Assistant Grade II	G5	35
– Administrative Assistant Grade III	G4	35
– CLERICAL OFFICER CADRE		35
– Clerk Grade I	G3	35
– Clerk Grade II	G2	35
– Clerk Grade III	G1	35
TECHNICAL OFFICER CADRE		35
– Technical Officer Grade I	G6	35
– Technical Officer Grade II	G5	36
– Technical Officer Grade III	G4	36
TECHNICAL ASSISTANT CADRE		36
– Technical Assistant Grade I	G3	36
– Technical Assistant Grade II	G2	36
– Technical Assistant Grade III	G1	36

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ACCOUNTING ASSISTANT CADRE		
— Accounting Assistant Grade I	G6	36
— Accounting Assistant Grade II	G5	36
— Accounting Assistant Grade III	G4	37
AUDIT ASSISTANT CADRE		
— Audit Assistant Grade I	G6	37
— Audit Assistant Grade II	G5	37
— Audit Assistant Grade III	G4	37
PROCUREMENT OFFICER CADRE		
— Procurement Officer Grade I	G6	37
— Procurement Officer Grade II	G5	37
SECRETARIAL AND STENOGRAPHIC CADRE		
— Bilingual Secretary Grade I	G6	37
— Bilingual Secretary Grade II	G5	37
— Confidential Secretary Grade I	G6	38
— Confidential Secretary Grade II	G5	38
— Stenographer	G4	38
BILINGUAL TYPIST CADRE		
— Bilingual Typist Grade I	G4	38
— Bilingual Typist Grade II	G3	38
STORES OFFICER CADRE		
— Stores Officer Grade I	G6	38
— Stores Officer Grade II	G5	38
— Stores Officer Grade III	G4	38
LIBRARY ASSISTANT CADRE		
— Library Assistant Grade I	G6	39
— Library Assistant Grade II	G5	39
— Library Assistant Grade III	G4	39
DOCUMENTATION ASSISTANT CADRE		
— Documentation Assistant Grade I	G6	39
— Documentation Assistant Grade II	G5	39
— Documentation Assistant Grade III	G4	39
TELEX OPERATOR CADRE		
— Telex Operator Grade I	G4	39
— Telex Operator	G3	40
TELEPHONE OPERATOR/RECEPTIONIST CADRE		
— Telephone Operator/Receptionist Grade I	G4	40
— Telephone Operator/Receptionist Grade II	G3	40
— Telephone Operator/Receptionist Grade III	G2	40

STATISTICAL ASSISTANT CADRE		PAGE
— Statistical Assistant Grade I	G6	40
— Statistical Assistant Grade II	G5	40
— Statistical Assistant Grade III	G4	41
— Statistical Assistant Grade IV	G3	41
DATA PROCESSOR CADRE		
— Data Processor Grade I	G6	41
— Data Processor Grade II	G5	41
— Data Processor Grade III	G4	41
DATA PROCESSING ASSISTANT CADRE		
— Data Processing Assistant Grade I	G3	41
— Data Processing Assistant Grade II	G2	41
— Data Processing Assistant Grade III	G1	42

ANNEX III

AUXILIARY STAFF – SALARY RANGE

DRIVER CADRE		
— Driver Grade I	M7	42
— Driver Grade II		42
— Driver Grade III	M5	42
— Driver Grade IV	M4	42
MESSENGER CADRE		
— Messenger Grade I	M4	42
— Messenger Grade II	M3	43
— Messenger Grade III	M2	43
PORTER CADRE		
— Chief Porter	M6	43
— Porter Grade I	M5	43
— Porter Grade II	M4	43
SECURITY GUARD CADRE		
— Security Guard Grade I	M4	43
— Security Guard Grade II	M3	43
WATCHMAN CADRE		
— Watchman Grade I	M2	43
— Watchman Grade II	M1	44
ARTISAN CRAFTSMAN/MECHANICIAN CADRE		
— Foreman	M7	44
— Artisan Grade I	M6	44
— Artisan Grade II	M5	44
— Artisan Grade III	M1	44

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COOK CADRE		
— Chief Cook	M5	44
— Cook Grade I	M1	44
— Cook Grade II	M3	44
STEWARD CADRE		
— Head Steward	M4	44
— Steward Grade I	M3	45
— Steward Grade II	M2	45
CLEANER CADRE		
— Head Cleaner	M3	45
— Cleaner Grade I	M2	45
— Cleaner Grade II	M1	45
GARDENER CADRE		
— Head Gardener	M3	45
— Gardener	M2	45
MACHINE ASSISTANT CADRE		
— Machine Assistant Grade I	M3	45
— Machine Assistant Grade II	M2	45
LIFT ATTENDANT		
— Lift Attendant Grade I	M3	46
— Lift Attendant Grade II	M2	46

**DUTIES, RESPONSIBILITIES QUALIFICATION AND
EXPERIENCE OF STAFF OF COMMUNITY
INSTITUTIONS**

POST: DIRECTORS -- SALARY SCALE D

1. Administration
2. Audit
3. Trade, Customs, Immigration, Money and Payment
4. Economic Studies and Project Analysis
5. Economic Studies and Statistics
6. Finance
7. Information
8. Industry, Agriculture and Natural Resources
9. Legal Affairs
10. Operations
11. Social and Cultural Affairs
12. Secretary General
13. Transport, Communications and Energy
14. Treasurer
15. Computer Center

DIRECTOR: SALARY SCALE D

DUTIES AND RESPONSIBILITIES

Directly responsible to a Statutory Appointee. Head of a Department responsible for the planning, supervision, monitoring and coordination of activities, duties and programmes assigned to a Department in the Community Institutions. Advises on and participates in policy formulation and review.

QUALIFICATION AND EXPERIENCES

A University degree in the relevant field or equivalent professional qualification plus a minimum of twelve (12) years relevant post qualification experience or a higher university degree in the relevant field plus a minimum of ten (10) years post qualification experience.

ADMINISTRATIVE OFFICER CADRE

**POST: CHIEF OF ADMINISTRATION: OFFICER
CLASS 1: SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

- The Chief of Administration, as head of the Division, is responsible for the coordination of the functions attributed to the different sections.
- Assists in the formulation, implementation and review of administrative policies, decision making.
- Shall carry out any other duties as may be assigned to him.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: HEAD OF SECTION: ADMINISTRATIVE
OFFICER CLASS II: SALARY SCALE P4**

DUTIES AND RESPONSIBILITIES

- Head of Section, coordination work of units in specific subjects
- Responsible for management services and day to day office management.
- Assisting in formulation, review and execution of policies;
- Preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

**POST: ADMINISTRATIVE OFFICER CLASS III:
SALARY SCALE P3**

DUTIES AND RESPONSIBILITIES

- Preparation of estimates of Department.
- Supervision of Unit
- Assisting in the initiation of policy matters.
- Vetting and supervising work of junior officers.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

**POST: ADMINISTRATIVE OFFICER CLASS IV:
SALARY SCALE P2**

DUTIES AND RESPONSIBILITIES

- Initiating the preparation of draft speeches and memoranda.
- Supervising and coordinating the work of officers in the General Services.
- Collecting and interpreting data for use by senior officers.
- Making submission and preparing draft letters on specific matters.
- Preparing minutes of meetings of his Department.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

**POST: ADMINISTRATIVE OFFICER CLASS V:
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

The same as those for Administrative Officer Class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

PERSONNEL OFFICER CADRE

**POST: CHIEF OF PERSONNEL OFFICER CLASS
I: SALARY SCALE PS**

DUTIES AND RESPONSIBILITIES

The head of the Personnel Division:

- Initiate personnel policies and programmes;
- Ensures the harmonious and just application of these policies and programme within the Institution;
- Helps the various Departments to engage, develop and retain highly qualified staff.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: HEAD OF SECTION: CLASS II: SALARY SCALE P4

The Head of the Personnel Section dealing with specific subject(s)

- Assists in the formulation and implementation of all projects concerning the development, organisation, administration and recruitment of personnel.
- Is mainly responsible for management of the activities, programmes, compensation and other allowance, and the installation of staff.

POST: PERSONNEL OFFICER CLASS III: SALARY SCALE P3**DUTIES AND RESPONSIBILITIES**

- Responsible for matters relating to appointment, promotions and discipline of General Service and Auxiliary Staff.
- Staff deployment
- Monitoring annual performance evaluation reports.
- Performing other related duties.

POST: PERSONNEL OFFICER CLASS IV: SALARY SCALE P2**DUTIES AND RESPONSIBILITIES**

- Compiling staff list, Collecting and interpreting data for use by senior officers;
- Making submissions and preparing draft letters on specific matters;
- Preparing minutes of meetings of his Division;
- Responsible for vacation leave matters, passages, staff welfare;
- Staff records;
- Performing other related duties.

QUALIFICATION AND EXPERIENCE

- A bachelor's degree with three (3) years relevant professional experience.

POST: PERSONNEL OFFICER CLASS VI: SALARY SCALE P1**DUTIES AND RESPONSIBILITIES**

Same as for Personnel Office Class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

CONFERENCE OFFICER CADRE**POST: CHIEF OF CONFERENCE AND PUBLIC RELATIONS SALARY SCALE P5****DUTIES AND RESPONSIBILITIES**

- Head of Division directly responsible to a Director.
- Organisation of meetings.
- Preparation and despatch of documents of Council, Board of Directors, and Technical Commission meetings.
- Documentation at Statutory meetings.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

POST: CONFERENCE OFFICER CLASS II: SALARY SCALE P4**DUTIES AND RESPONSIBILITIES**

- Head of Section, responsible for specific subject(s) – Conference operations and logistics or documentation of conference papers, including vetting.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: CONFERENCE OFFICER CLASS III: SALARY SCALE P3**DUTIES AND RESPONSIBILITIES**

Assisting the Section Head in conference organisation and planning or in public relations and protocol matters as appropriate.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: CONFERENCE OFFICER CLASS IV SALARY SCALE P2**DUTIES AND RESPONSIBILITIES**

- Assist with conference operations, logistics and documentation. Assist in the supervision of locally recruited staff in the Section.
- Supervision of General Service staff in the Division.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

**POST: CONFERENCE OFFICER CLASS V:
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

Assisting in conference organisation and planning.

CONFERENCE INTERPRETERS CADRE

**POST: INTERPRETER, OFFICER CLASS I:
SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

Responsible to the Director in charge of Department for simultaneous or consecutive interpretation during meetings and discussions.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a diploma or certificate in Interpretation or full training in an Interpretation School, with at least four (4) years post qualification experience in interpretation.

TRANSLATORS CADRE

**POST: REVISOR, OFFICER CLASS I:
SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

Coordinate the work of translators and revises all translations in one of the official languages.

QUALIFICATION AND EXPERIENCE

A bachelor's degree and/or a diploma or certificate in translation or a degree in translation, with minimum of eight (8) years post qualification experience.

**POST: TRANSLATOR, OFFICER CLASS II -
SALARY SCALE P4**

DUTIES AND RESPONSIBILITIES

Translation of documents

QUALIFICATION AND EXPERIENCE

A degree in translation or a bachelor's degree plus a diploma or certificate in translation and at least four (4) years post qualification experience.

INTERNATIONAL RELATIONS OFFICERS CADRE

**POST: CHIEF OF INTERNATIONAL RELATIONS,
OFFICER CLASS I: SALARY P5**

DUTIES AND RESPONSIBILITIES

Head of Division responsible directly to a Director for the coordination and supervision of specific subjects under

assigned to the Department. Advise on and handles infra-ECOWAS political relations; diplomatic immunities and privileges.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of ten (10) years post graduate experience in international relations or a higher degree plus a minimum of eight (8) post qualification experience.

**POST: INTERNATIONAL RELATIONS OFFICER
CLASS II: SALARY P4 -**

DUTIES AND RESPONSIBILITIES

Head of Section in charge of specific subjects assigned to the Division; international political relations, relationship with the host country, protocol matters. Responsibility for preparation of Council documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of eight (8) years post qualification experience.

**POST: INTERNATIONAL RELATIONS OFFICER
CLASS III: SALARY P3**

DUTIES AND RESPONSIBILITIES

Relationship with Member States in matters affecting ECOWAS protocols and implementations of same; preparation of relevant Council documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of six (6) years post qualification experience.

**POST: INTERNATIONAL RELATIONS OFFICER
CLASS IV: SALARY P2**

DUTIES AND RESPONSIBILITIES

Preparation of political reports Appraisal of international events in relation to the sub-region. Follow-up action on Community protocols and agreements. Protocol duties and preparation of reports of meetings.

QUALIFICATION EXPERIENCE

A bachelor's degree plus a minimum of four (4) years post qualification experience.

**POST: INTERNATIONAL RELATIONS OFFICER
CLASS V: SALARY P1**

DUTIES AND RESPONSIBILITIES

Protocol duties; follow-up action, preparation of meeting reports.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of three (3) years post qualification experience.

LIBRARIAN CADRE**POST CHIEF LIBRARIAN, OFFICER CLASS I:
SALARY SCALE P5****DUTIES AND RESPONSIBILITIES**

Head of Library and Documentation Division; responsible for coordination of the activities of the Library, library development, management and administration; giving professional advice on library matters.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

Or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: LIBRARIAN CLASS II: SALARY SCALE P4**DUTIES AND RESPONSIBILITIES**

Head of Section responsible for specified section of library services, preparation of budget for the division.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

**POST: LIBRARIAN CLASS III: SALARY SCALE
P3****DUTIES AND RESPONSIBILITIES**

Responsible for a unit of library service, training, supervision and appraisal of junior staff.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

**POST: LIBRARIAN CLASS IV: SALARY SCALE
P2****DUTIES AND RESPONSIBILITIES**

Responsible for specific subjects in Library services. Take charge of classification, catalog and ordering of books.

**POST: LIBRARIAN CLASS V: SALARY SCALE
P1****DUTIES AND RESPONSIBILITIES**

Selection, evaluation, acquisition, and organisation of books and other library material.

Any other assignment.

ENGINEER CADRE**POST: ENGINEER, CLASS I: SALARY SCALE P5****DUTIES AND RESPONSIBILITIES**

Head of Division responsible to a Director for the coordination and execution of any or group of the following engineering activities either in the civil, industrial, mechanical, electrical, building, statistical, telecommunication or refrigeration, discipline as assigned to the Division. Advises on policy, formulation of programmes on relevant subjects of the Division.

QUALIFICATIONS AND EXPERIENCE

- A first degree in Engineering or its professional equivalent plus a minimum of ten years relevant experience, Or,
- A higher degree in Engineering plus a minimum of eight (8) years relevant professional experience.

POST: ENGINEER CLASS II: SALARY SCALE P4**DUTIES AND RESPONSIBILITIES**

Head of Section responsible for specified subject, coordinates and supervises the activities of the Section. Advises on specialised field of engineering programmes.

QUALIFICATION AND EXPERIENCE

A first degree in Engineering or its professional equivalent plus a minimum of eight (8) years relevant experience.

**POST: ENGINEER CLASS III: SALARY SCALE
P3****DUTIES AND RESPONSIBILITIES**

Head of unit responsible for the activities of a unit. Supervises junior staff in the unit; preparation of drawings for minor works undertaken by Community Institutions, and undertaking field work.

QUALIFICATION AND EXPERIENCE

A first degree in engineering or its professional equivalent plus a minimum of six years relevant experience.

POST: ENGINEER CLASS IV: SALARY SCALE P2**DUTIES AND RESPONSIBILITIES**

Participating in maintenance, civil and other engineering works under supervision; improving the work for Technicians and Technical Assistants and making field reports.

Performing other related duties assigned.

QUALIFICATION AND EXPERIENCE

A first degree in engineering or its professional equivalent plus a minimum of four (4) years experience.

POST: MAINTENANCE ENGINEER CLASS V: SALARY SCALE P1**DUTIES**

Same as those of Engineer Class IV but at a lower level of responsibility.

QUALIFICATION AND EXPERIENCE

A first degree in engineering plus a minimum of three (3) years experience.

LEGAL OFFICERS CADRE**POST: CHIEF LEGAL OFFICER, OFFICER CLASS I: SALARY SCALE P5****DUTIES AND RESPONSIBILITIES**

Head of Division responsible for specific subject(s) and coordinates the activities of sections and the Division.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: LEGAL OFFICER, OFFICER CLASS II SALARY SCALE P4**DUTIES AND RESPONSIBILITIES**

- Head of Section. Assists Head of Division in his duties dealing with specified subject(s)
- Supervision of officers of the Section.
- Preparation of budget of the Department.
- Drafting Protocols and Conventions

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: LEGAL OFFICER CLASS III: SALARY SCALE P3**DUTIES AND RESPONSIBILITIES**

- In charge of a unit and supervises the work of officers of the unit.
- Drafting of simple agreements and contracts.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: LEGAL OFFICER, OFFICER CLASS IV: SALARY SCALE P2**DUTIES AND RESPONSIBILITIES**

- Assists the Head of section in his duties.
- Preparations of simple legal documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: LEGAL OFFICER CLASS V: SALARY SCALE P1**DUTIES AND RESPONSIBILITIES**

Assists the senior officer in the performance of legal and administrative duties of the Department

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

ACCOUNTANT CADRE**POST: CHIEF ACCOUNTANT, OFFICER CLASS I: SALARY SCALE P5****DUTIES AND RESPONSIBILITIES**

- The Head of Division works under the supervision of the Director and is responsible for centralising budget and financial operation.
- Ensure that proper accounting procedure is observed and prepare regular statements for the information of Management

- Responsible for booking keeping, accounting records and proper management and deployment of junior staff within the Department.

QUALIFICATION AND EXPERIENCE

A bachelors degree with a minimum of ten years professional experience or a higher degree or equivalent professional certificate with a minimum of eight (8) year experience.

POST: ACCOUNTANT CLASS II: SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section Responsible for specified accounting operation or operations.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: ACCOUNTANT CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Supervises the work of a Unit under a Head of section, preparation of Budget, performance reports, payments, receipts, preparation of monthly accounts, vote control; analyses of accounting data for management.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: ACCOUNTANT, CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Assists the Head of Section in carrying out all duties relating to accounting and budget matters.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: ACCOUNTANT CLASS V: SALARY SCALE, P1

DUTIES AND RESPONSIBILITIES

Assists the Head of Section in accounting duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

AUDITOR CADRE

POST: CHIEF AUDITOR, OFFICER CLASS 1: SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

- Head of Division, coordinating the work of the audit sections.
- Recommending review and improvement in the internal central and check systems.
- Preparation of audit reports.
- Performing other related duties.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: AUDITOR, CLASS II: SALARY SCALE P4

DUTIES AND REPONSIBILITIES

- Head of Section, Supervising audit work in section.
- Vetting of completed audit assignments.
- Performing spot checks and physical inventories.
- Collating of observations for audit reports.
- Pre-auditing of the annual final accounts.
- Performing other related duties.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: AUDITOR CALSS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- Vouching and verification.
- Collating and retrieving documents to be audited.
- Performing preliminary exercise on pre-audit.
- Assists in spot checks and physical inventories.
- Performing other duties as assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: AUDITOR CALSS IV; SALARY SCALE, P2

OUTIES AND RESPONSIBILITIES

- Vouching and verification.
- Collating and retrieving documents to be audited.
- Assists in spot checks and physical inventories.
- Performing other duties as assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: AUDITOR CLASS V, SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

- Vouching and verification.
- Collating and retrieving documents to be audited.
- Performing preliminary exercise of pre-audit.
- Assists in spot checks and physical inventories.
- Performing other duties as assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

FINANCE OFFICERS CADRE (TREASURY)

POST: CHIEF FINANCE OFFICER CLASS I: SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

- Head of Division with responsibility for financial operations or loans administration.
- Functioning as Assistant Treasurer or as Chief of Loans Administration Division.
- Designs, develops and advises on investment strategies and management of portfolio.
- Financial planning and forecasting.
- Advises on loans and management and policy.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: FINANCE OFFICER CLASS II: SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of section directly responsible to the Head of Division for the activities of a section. Initiates and advises on policies affecting his section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: FINANCE OFFICER CLASS II: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Heads a Unit and supervises the assignment of General Service officers in the section. In charge of specific subject.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: FINANCE OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Participation in the execution of activities assigned to the different units within the Sections.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: FINANCE OFFICER CLASS V: SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Assists the Head of Section in the execution of all duties relating to the sections.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

SOCIAL AFFAIRS OFFICERS CADRE

POST: CHIEF OF SOCIAL AFFAIRS, OFFICER CLASS I: SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

Head of Social Affairs Division. Responsible directly to the Director for the organization and coordination of the activities of the Sections in the Division.

Assists in the formulation and review of policies in social affairs at Community level. Responsible for discipline in the Division.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: SOCIAL AFFAIRS OFFICER CLASS II:
SALARY SCALE P4**

DUTIES AND RESPONSIBILITIES

Head of Section, responsible for specific subjects, initiates write-up of documents of Technical Commissions and Council related to subject in his schedule, preparation of budget for the Section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

**POST: SOCIAL AFFAIRS OFFICER CLASS III:
SALARY SCALE P3**

DUTIES AND RESPONSIBILITIES

Takes charge of a unit in the Section. Preparation of period and annual reports. Preparation of Council and Technical Commission Documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

**POST: SOCIAL AFFAIRS OFFICER CLASS IV:
SALARY SCALE P2**

DUTIES AND RESPONSIBILITIES

Collects and interprets data for use of senior officers. Making submissions and prepares draft letters on specific matters. Follow-up action.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

**POST: SOCIAL AFFAIRS OFFICER CLASS V:
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

Generally the same duties performed, collection and interpreting data for use by the Social Affairs Officer Class IV but performing at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

CULTURAL OFFICERS CADRE

**POST: CHIEF OF CULTURAL AFFAIRS,
OFFICER CLASS I: SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

Head of Division, responsible to the director for

planning, organising and promoting the activities of the Sections in the Division. Assists in the formulation and review of policies related to Cultural Affairs.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: CULTURAL OFFICER CLASS II: SALARY
SCALE P4**

DUTIES AND RESPONSIBILITIES

Head of Section, responsible for specific subjects. Initiates write-ups of documents on Technical Commissions and Council relating to the subjects in his schedule. preparation of annual budget for the Section. Advises on and initiates programmes and policy matters of the section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

**POST: CULTURAL OFFICER CLASS III:
SALARY SCALE P3**

DUTIES AND RESPONSIBILITIES

Takes charge of a Unit in the Section; preparation of periodic and annual reports, and Council and Technical Commission documents.

**POST: CULTURAL OFFICER CLASS IV:
SALARY SCALE P2**

DUTIES AND RESPONSIBILITIES.

Collects and interprets data for the use of Senior Officers. Makes submissions and prepares draft letters on specific matters. Follow-up action.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

**POST: CULTURAL OFFICER CLASS IV,
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

Performs at a lower level the duties of a Cultural Affairs Officer, Class IV

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

INFORMATION OFFICERS CADRE

**POST: CHIEF OF INFORMATION OFFICER
CLASS I: SALARY GRADE P5**

DUTIES AND RESPONSIBILITIES

Head of Division responsible directly to a Director in the coordination and supervision of specific subjects assigned to the Division. Plans and organises strategy for the collection and dissemination of information. Assists and advises in policy formation and review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree and a minimum of ten (10) years relevant post qualification. Or a higher degree plus a minimum of eight (8) years relevant post qualification experience.

**POST: INFORMATION OFFICER CLASS II:
SALARY GRADE P4**

DUTIES AND RESPONSIBILITIES

Responsible to an information officer Class I for the execution of specific subjects assigned to a Division, responsible as Head of Section for the Supervision of Units. Assists with the formulation of work programmes and in the execution of same. Preparation of documents for Council and Technical Commission.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus a minimum of eight (8) years post qualification experience.

**POST: INFORMATION OFFICER CLASS III:
SALARY GRADE P3**

DUTIES AND RESPONSIBILITIES

Heads of a Unit in a Section, supervises the assignment of officers in the Units; contact with electronic and print media, monitoring of news items and reporting and commenting on same

QUALIFICATION AND EXPERIENCE

A bachelor's degree with a minimum of six (6) years post qualification experience.

**POST: INFORMATION OFFICER CLASS IV:
SALARY GRADE P2**

DUTIES AND RESPONSIBILITIES

Preparation of feature articles and information booklets.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with a minimum of four (4) years relevant post qualification experience.

**POST: INFORMATION OFFICER CLASS V:
SALARY GRADE P1**

DUTIES AND RESPONSIBILITIES

Collecting and preparation of material for feature articles and information leaflets and booklets. Proof reading of information material.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with a minimum of three (3) years relevant post qualification experience.

TRADE OFFICERS CADRE

**POST: CHIEF TRADE OFFICER, OFFICER
CLASS I: SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

Head of Division in charge of Trade matters. Responsible for the planning, execution, supervision and coordination of the duties and assignment and programmes related to Trade. Assists in policy formulation and options and the review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree of equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: TRADE OFFICER CLASS II: SALARY
SCALE, P4**

DUTIES AND RESPONSIBILITIES

Head of Section, responsible to the Head of Trade Division for monitoring, follow-up action, execution of duties assigned to the Section. Preparation of memoranda for Technical Commissions and Council. Advises on programmes and policies related to subjects in his schedule.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: TRADE OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Responsible to the Head of the Trade Section for specific subjects in trade; preparation of Divisional estimates. Preparation of Council and Technical Commission documents

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: TRADE OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Responsible to the Head of Section for the activities of a Unit. Collection of data and analysis of same for use of Senior Officers. Preparation of reports of meetings.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: TRADE OFFICER CLASS V: SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

The same duties at the Trade Officer Class IV but at a lower level.

TOURISM OFFICERS CADRE

POST: CHIEF OF TOURISM: SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

Head of Tourism Division responsible directly to the Director of the Department for the supervision and coordination of matters related to tourism. Participation in the formulation of policy and programmes on tourism and in the review of same.

QUALIFICATION AND EXPERIENCE

A first degree with a minimum of ten (10) years experience or a higher degree with a minimum of eight (8) years experience.

POST: TOURISM OFFICER CLASS II: SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section, responsible for specified subject(s) and the coordination of the activities of the units in the

section. Assists in policy formulation on subject(s) assigned to the section. Preparation of memoranda for Technical Commissions and Council.

QUALIFICATION AND EXPERIENCE

A first degree plus a minimum of six (6) years relevant experience.

POST: TOURISM OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Heads a unit in a section, investigates and prepares reports in tourism, potentialities, supervision of work of junior officers.

QUALIFICATION AND EXPERIENCE

A first degree plus a minimum of five (5) years post qualification experience.

POST: TOURISM OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Participation in simple tourism surveys, Assist in the preparation of tourism survey reports.

Performing other related duties assigned.

QUALIFICATION AND EXPERIENCE

A first degree plus a minimum of four (4) years experience.

POST: TOURISM OFFICER CLASS V – SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Participating in tourism surveys. Assists in the preparation of reports.

Performing other related duties.

CUSTOMS OFFICERS CADRE

POST: CHIEF OF CUSTOMS, OFFICER CLASS I: SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

Head of Division directly responsible to the Director for the coordination, planning, execution and monitoring of Customs matters. Initiates and advises on policies and programmes and review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: CUSTOMS OFFICER CLASS II: SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section. Responsible to the Head of Customs Division for the coordination, supervision, monitoring and execution of duties assigned to the Section. Preparation of Memoranda for Technical Commissions and Council.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: CUSTOMS OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Responsible to the Head of Section and handles specific subject in customs matters. Preparation of divisional estimates. Preparation of documents for statutory meetings.

QUALIFICATION AND EXPERIENCE EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: CUSTOMS OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Collection of data and analysis of same, Preparation of reports of Departmental and Divisional meetings. Drafting letters on specific subjects. Follow up action.

A bachelor's degree with four (4) years relevant professional experience.

POST: CUSTOMS OFFICER CLASS V: SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

Same as those of Officer Class IV but at a lower level

A bachelor's degree with three (3) years relevant professional experience.

IMMIGRATION OFFICERS CADRE

POST: CHIEF OF IMMIGRATION, OFFICER CLASS I: SALARY SCALE PS

DUTIES AND RESPONSIBILITIES

Head of Division, responsible for planning, implementation, monitoring and coordination of activities of the Division. Initiates and advises on policy programmes and review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: IMMIGRATION OFFICER CLASS II: SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Head of Section responsible to Head of Immigration Division. Monitors the implementation of assignments of the Section; preparation of memoranda for technical Commissions and Council; performing any other related duties assigned

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: IMMIGRATION OFFICER CLASS IV: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Responsible for specific subject(s) in the Unit Preparation of Divisional estimates. Preparation of memoranda for Technical Commissions and Council.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: IMMIGRATION OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

Collection of data and analysis of same for use by senior officers. Preparation of reports of departmental and Divisional meetings. Follow-up action. Making submissions and preparing draft letters on specific subjects.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

**POST: IMMIGRATION OFFICER, CLASS V:
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

Same as for P2 officer but at a lower level

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

INDUSTRIAL OFFICERS CADRE

**POST: CHIEF INDUSTRIAL OFFICER, OFFICER
CLASS I: SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

The Head of the Industry Division responsible to the Director. He is responsible for the coordination of activities of sections within the Division. Assists in the formulation and execution of policies and programmes and in the review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: INDUSTRIAL OFFICER CLASS II:
SALARY SCALE P4**

DUTIES AND RESPONSIBILITIES

- Coordinates and supervises the activities of various units in the section. Preparation of Council and Technical Commissions memoranda
- Identifies, prepares and implements industrial programmes and projects.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

**POST: INDUSTRIAL OFFICER CLASS III: SALARY
SCALE P3**

DUTIES AND RESPONSIBILITIES

- Responsible for specific subjects.
- Assists in the formulation and execution of programmes.
- Preparation of divisional estimates.

- Preparation of memoranda for Technical Commissions and Council.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

**POST: INDUSTRIAL OFFICER CLASS IV:
SALARY SCALE P2**

DUTIES AND RESPONSIBILITIES

- Collection of data and analysis of same for use of senior officers.
- Preparation of reports of Departmental and Divisional meeting. Follow-up action, making submission and preparing draft letters on specific subjects.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

**POST: INDUSTRIAL OFFICER CLASS V:
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

The same as the Officer Class IV but on a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

FORESTRY OFFICERS CADRE

**POST: CHIEF FORESTRY OFFICER, OFFICER,
CLASS I: SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

The Head of the Natural Resources Division, directly responsible to the Head of the Department. He coordinates activities in forest and water resources and environment and advises on policy and programmes on related subjects and on the review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: FORESTRY OFFICER CLASS II: SALARY
SCALE P4**

DUTIES AND RESPONSIBILITIES

- The Head of Water and Forest Resources Section;

coordinates water and forest resources, fauna and environment.

- The preparation, implementation and regular assessment of programmes and projects within the sectors for which his section is responsible. Preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: FORESTRY OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- He heads a Unit.
- Collection of data and analysis of same for use of senior officers;
- Preparation of memoranda for Council and Technical Commission.
- Making submissions and preparing draft letters on specific subjects.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: FORESTRY OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division of Section in carrying out specific assignments.
- Collection of information and data for reports.
- Recording meetings of Divisions and Departments.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: FORESTRY OFFICER CLASS V: SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division and Section in carrying out their duties
- Other duties as for Class IV Officer but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

FISHERIES OFFICERS CADRE

POST: CHIEF OF FISHERIES, OFFICER CLASS I: SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

The Head of the Fishery Division responsible to the Director and Head of Department for the coordination of activities in the Fisheries Division. Initiates policies and programmes for this Division and he advises on the review of same.

Responsible for the organisation, implementation and assessment of programmes and projects.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant qualification experience.

POST: FISHERIES OFFICER CLASS II: SALARY SCALE. P4

DUTIES AND RESPONSIBILITIES

Head of Section, responsible for specific subject (s). He coordinates the activities of the Units and participates in the formulation of policies and programmes related to subjects assigned to him. Preparation of memoranda for Council and Technical Commissions. Preparation of budgets estimates for the Section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: FISHERIES OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

To assist the Head of Section in the running of a Unit. Collection and analysis of data for use by senior officers, preparation of memoranda for Council and Technical Commission.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: FISHERIES OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division or Section in carrying out their duties.
- Take charge of some projects under supervision.
- Assist in collection and processing of fishery information
- Preparation of Departmental and Divisional meeting reports.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: FISHERIES OFFICER CLASS V: SALARY SCALE P1

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division and Section in carrying out their duties.
- Collection and analysis of fishery information.
- Other related duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

AGRICULTURAL OFFICERS CADRE

POST: CHIEF AGRICULTURAL OFFICER CLASS I: SALARY SCALE P5

DUTIES AND RESPONSIBILITIES

- The Head of the Agriculture Division, responsible to the Director of the Industry, Agriculture and Natural Resources Department. He is responsible for coordination of the executive policy and programmes

on food crops, cash crops, plant protection, research, training and agricultural and food planning and development.

- Assists in the formulation and execution of policies and review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: AGRICULTURAL OFFICER CLASS II: SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

He is Head of a Section responsible for specific subjects. Coordinates and supervises the activities of the Units in the Section. Preparation of Council and Technical Commission memoranda.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: AGRICULTURAL OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

- Head of a Unit in the Section and handles specific subject(s)
- Collection of data and analysis of same for use by senior officers.
- Preparation of memoranda or Council and Technical Commissions.
- Preparation of annual budget of the Section.

POST: AGRICULTURAL OFFICER CLASS IV: SALARY SCALE P2

DUTIES AND RESPONSIBILITIES

- To assist the Head of Section in carrying out his duties on specified subject.
- Collection and evaluation of agricultural data and information.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

**POST: AGRICULTURAL OFFICER, CLASS V:
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

- To assist the Head of Division and Section in carrying out their duties.
- Collecting and evaluating data and information.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

LIVESTOCK OFFICERS CADRE

**POST: CHIEF LIVESTOCK OFFICER CLASS I:
SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

The Head of the Livestock Division; works in close collaboration with the Head of the Department and is responsible for all activities in the animal breeding sector. Assists in the formulation and execution of policies and review of same. Coordinates all the activities of the Sections under the Division.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: LIVESTOCK OFFICER CLASS II:
SALARY SCALE P4**

DUTIES AND RESPONSIBILITIES

Head of Section, coordinating the activities of units in the Section. Assists in policy formulation and planning of work programme in live stock development. Preparation of feasibility reports and Council and Technical Commission memoranda.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

**POST: LIVESTOCK OFFICER CLASS III:
SALARY SCALE P3**

DUTIES AND RESPONSIBILITIES

- To assist the Head of Section in coordinating the activities of the Section. He is Head of a Unit responsible for specific subjects and projects.
- Preparation of Council and Technical Commission memoranda.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

**POST: LIVESTOCK OFFICER CLASS IV:
SALARY SCALE P2**

DUTIES AND RESPONSIBILITIES

- To assist the Head of Section in carrying out his duties.
- Collecting, evaluating data and information for use by senior officers.
- Other related duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

**POST: LIVESTOCK OFFICER CLASS V:
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

Same as for Livestock Officer Class IV but at a lower level.

TRANSPORT OFFICERS CADRE

**POST: CHIEF OF TRANSPORT, OFFICER CLASS I:
SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

Head of Transport Division and is responsible to the Director of the Department of Transport, Communications and Energy for the effective and efficient running of his Division. Assists in policy formulation and review.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: TRANSPORTATION OFFICER CLASS II:
SALARY SCALE P4**

DUTIES AND RESPONSIBILITIES

- Head of Transport Section, responsible to the Chief of Transport assisting him in the performance of his duties

- Responsible for specific subject(s) in the field of Transport and for the supervision of Units in the Section.
- Preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

**POST: TRANSPORTATION OFFICER CLASS III:
SALARY SCALE P3**

DUTIES AND RESPONSIBILITIES

Head of a Unit. Responsible for specific subjects; preparation of Divisional Estimates, Technical Commissions and Council Memoranda. Assist in the preparation of programmes.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

**POST: TRANSPORTATION OFFICER CLASS IV:
SALARY SCALE P2**

DUTIES AND RESPONSIBILITIES

Collection of data and analysis of same for use by Senior Officers. Preparation of report of Divisional Meetings. follow up action.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four years relevant professional experience.

**POST: TRANSPORTATION OFFICER CLASS V:
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

The same as for Officer Class IV but at a lower level

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

COMMUNICATIONS OFFICERS CADRE

**POST: CHIEF OF COMMUNICATIONS, OFFICER
CLASS I: SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

Head of the Communications Division and is responsible to the Director of the Department of Transport, Communications and Energy for the effective and efficient running of his Division. Initiates, advises on, and reviews

policies and programmes related to Telecommunication and Postal Services.

QUALIFICATION AND EXPERIENCE

Bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: COMMUNICATIONS OFFICER CLASS II:
SALARY SCALE P4**

DUTIES AND RESPONSIBILITIES

Head of Communications Section, handling specific subject(s). Responsible to the Chief of Commissions Division for coordinating the activities of units within the Section. Preparation of Council and Technical Commissions memoranda. Preparation of work programme for the section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: OFFICER CLASS III: SALARY SCALE P3

DUTIES AND RESPONSIBILITIES

Responsible for the specific subjects, preparation of Divisional Estimates; preparation of Council and Technical Commissions memoranda; preparation of annual budget.

**POST: COMMUNICATIONS OFFICER CLASS IV:
SALARY GRADE P2**

DUTIES AND RESPONSIBILITIES

Collection of data and analysis of same. Preparation of reports of meetings. Other related duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

**POST: COMMUNICATIONS OFFICER CLASS V:
SALARY SCALE P1**

DUTIES AND RESPONSIBILITIES

The same as those of Officer Class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with three (3) years relevant professional experience.

ENERGY OFFICERS CADRE

**POST: CHIEF OF ENERGY, OFFICER CLASS I:
SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

Head of Energy Division and is responsible to the Director of the Department of Transport, Communications and Energy for coordination and organisation of the work of Division. Advises and initiates policies and programmes and the review of same.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: ENERGY OFFICER CLASS II: SALARY
SCALE P4**

DUTIES AND RESPONSIBILITIES

Head of Section responsible for coordination of activities of units and responsible for specific subjects. Preparation of Memoranda for Council and Technical Commissions. Assists in the formulation of policies and programmes. Undertakes special studies.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

**POST: ENERGY OFFICER CLASS III: SALARY
SCALE P3**

DUTIES AND RESPONSIBILITIES

Heads a Unit. Directly responsible to the Head of Section. Handles specific subjects. Preparation of Divisional estimates and Council memoranda. Undertakes to supervision special studies.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

**POST: ENERGY OFFICER CLASS IV: SALARY
SCALE P2**

DUTIES AND RESPONSIBILITIES

Collection of data and analysis of same. Preparation of reports of meetings. Follow-up action.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

**POST: ENERGY OFFICER CLASS V: SALARY
SCALE P1**

DUTIES AND RESPONSIBILITIES

The same as those for Officer Class IV but at lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

ECONOMISTS CADRE

**POST: CHIEF ECONOMIST, OFFICER CLASS I:
SALARY SCALE P5**

DUTIES AND RESPONSIBILITIES

Head of Division, to a Director responsible for the specific subject(s) and coordination of the activities of the Sections in the Division. Participates in policy formulation and drawing up and execution of Divisional programmes.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years relevant professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

**POST: ECONOMIST CLASS II: SALARY SCALE
P4**

DUTIES AND RESPONSIBILITIES

Takes charge of a Section as the Head and coordination of the activities of units in the Section; undertake studies, or research or financial and project analysis and evaluation. Preparation of documents for Statutory Meetings; preparation of work programme for Statutory Meetings; preparation of work programme for the Section.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: ECONOMIST CLASS III: SALARY SCALE P3**DUTIES AND RESPONSIBILITIES**

Takes charge of a unit; collecting, analysing and interpreting economic and statistical data; undertake economic studies and surveys; coordinate and supervising activities of junior staff, project and financial analysis.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: ECONOMIST CLASS IV: SALARY SCALE P2**DUTIES AND RESPONSIBILITIES**

Undertakes data and project analysis; devising methods for the collection and analysis of sectoral economic analysis and statistical data.

QUALIFICATION AND EXPERIENCE

A bachelor's degree with four (4) years relevant professional experience.

POST: ECONOMIST CLASS V: SALARY SCALE P1**DUTIES AND RESPONSIBILITIES**

Undertakes routine economic analysis, collects and collates of data for economic analysis; performs other related duties that may be assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

STATISTICIAN CADRE**POST: CHIEF STATISTICIAN: SALARY SCALE P5****DUTIES AND RESPONSIBILITIES**

Head of Statistics Division; responsible for the development of statistics, supervision of the activities of the Division in the field of socio-economic statistics etc. Initiates and advises on work programmes and policies on statistics.

Any other duties assigned.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus ten (10) years professional experience.

or

A higher degree or equivalent professional Certificate plus eight (8) years relevant professional experience.

POST: STATISTICIAN CLASS II: SALARY SCALE P4**DUTIES AND RESPONSIBILITIES**

Head of Section responsible for specific subjects and assists in the organisation and development relevant to the need of a Department

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus six (6) years relevant professional experience.

POST: STATISTICIAN CLASS III: SALARY SCALE P3**DUTIES AND RESPONSIBILITIES**

Responsible for a unit in the Division. Assisting in statistical development and staff training. Undertakes statistical studies in complex study areas.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus five (5) years relevant professional experience.

POST: STATISTICIAN CLASS IV: SALARY SCALE P2**DUTIES AND RESPONSIBILITIES**

- Collecting, processing, analysing and presenting statistical data.
- supervising and directing the work of statistical assistant.
- Planning and directing statistical enquiries and investigations.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus four (4) years relevant professional experience.

POST: STATISTICIAN CLASS V: SALARY SCALE P1**DUTIES AND RESPONSIBILITIES**

Undertakes research into statistical methods.

QUALIFICATION AND EXPERIENCE

A bachelor's degree plus three (3) years relevant professional experience.

COMMUNITY COMPUTER CENTRE**POST: DIRECTOR – SALARY SCALE D****DUTIES AND RESPONSIBILITIES**

- Administrative and Technical Head of the Centre.
- Responsible for the general supervision, orientation, motivation, coordination and monitoring of the activities of the Centre.
- Initiates and advises on the formulation and reviews of policies on computing related matters in ECOWAS Institutions.
- Prepares annual budget for the Centre.
- Prepares annual budget for the Centre.
- Submits progress and annual reports on programme to relevant Commissions of ECOWAS.
- Collaborates with national, sub-regional and International Institutions in defining cooperation programmes.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in Informatics or related discipline plus twelve (12) years relevant professional experience

Or

A higher degree or equivalent professional certificate in Informatics or related discipline plus ten (10) years relevant professional experience.

COMPUTER OFFICER CADRE**POST: CHIEF COMPUTER OFFICER, OFFICER CLASS I
SALARY SCALE PS****DUTIES AND RESPONSIBILITIES**

- Head of a Division
- Responsible for the planning, execution, supervision and follow-up of the duties or missions related to the Division.
- Assist the Director in policy formulation and review.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in Information plus ten (10) years relevant professional experience.

OR

A higher degree or equivalent professional certificate in informatics plus eight (8) years relevant professional experience.

**POST: COMPUTER OFFICER, CLASS II, SALARY
SCALE P4****DUTIES AND RESPONSIBILITIES**

- Head of Section, responsible to a Head of Division for monitoring follow-up action and execution to duties assigned to the Section.
- Prepares memoranda for Technical Commissions and Council.
- Advises on Programmes and policies related to subject in his schedule.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in information plus six (6) years relevant professional experience.

**POST: COMPUTER OFFICER, CLASS III, SALARY
SCALE P3****DUTIES AND RESPONSIBILITIES**

- Responsible to a Head of Section for the activities of a Unit.
- Prepares Divisional estimates
- Assists in preparation of Council and Technical Commission documents.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in information plus five (5) years relevant professional experience.

**POST: COMPUTER OFFICER, CLASS IV, SALARY
SCALE P2****DUTIES AND RESPONSIBILITIES**

- Responsible to a Head of Unit for specific subjects.
- Prepares reports of meetings.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in information plus four (4) years relevant professional experience.

**POST: COMPUTER OFFICER, CLASS V. SALARY
SCALE P1****DUTIES AND RESPONSIBILITIES**

- Same as duties of computer officer class IV but at a lower level.

QUALIFICATION AND EXPERIENCE

A bachelor's degree in information plus two (2) years relevant professional experience.

SCHEMES OF SERVICE: GENERAL SERVICE STAFF

ADMINISTRATIVE ASSISTANT CADRE

POST: ADMINISTRATIVE ASSISTANT GRADE I: SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

Taking charge of specified subject(s) within a Unit or Section. Supervising, dealing with general administration, personnel, conference or protocol matters, supervising the work of a number of staff in the Unit or Section. Performing other related duties.

QUALIFICATION AND EXPERIENCE

West African School Certificate plus appropriate professional training leading to award of a certificate or a recognised equivalent certificate in administration plus at least seven years experience.

POST: ADMINISTRATIVE ASSISTANT GRADE II: SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

Taking charge, under supervising of specific subjects in General Administration, Personnel, Conference or Protocol Units. Handling routine correspondence on subjects in his schedule.

QUALIFICATION AND EXPERIENCE

West African School Certificate or its equivalent plus a professional course leading to award of a certificate plus at least six years post qualification experience.

POST: ADMINISTRATIVE ASSISTANT GRADE III: SALARY SCALE G4

DUTIES AND RESPONSIBILITIES

Application of staff regulations and rules. Circulars in treating specified subjects assigned to him in matters related to Personnel, General Administration, Protocol or Conference duties.

QUALIFICATION AND EXPERIENCE

West African Certificate or equivalent, plus a professional course leading to an award of a certificate, and at least five years experience.

CLERICAL OFFICER CADRE

POST: CLERK GRADE I: SALARY SCALE G3

DUTIES AND RESPONSIBILITIES

Taking charge of a Registry; supervising and training junior officers. Performing auditing or accounting duties assigned. Taking inventory and stock of community property. Rendering routine returns in respect of staff vacation leave etc. Performing other related duties that may be assigned.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent plus a recognised professional training with at least four years relevant experience.

POST: CLERK GRADE II: SALARY SCALE G2

DUTIES AND RESPONSIBILITIES

Performing clerical duties under supervision, in organisational units such as:— Correspondence Registry, Accounts Office, Audit Office, Library, Transport Pool and other related assignment.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent, plus some recognised training, with three years post qualification experience.

POST: CLERK GRADE III: SALARY SCALE G1

DUTIES AND RESPONSIBILITIES

Performing clerical duties in Correspondence Registry, Accounts office, Audit office, Library, Performing other related duties that may be assigned.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent plus at least two years experience.

TECHNICAL OFFICER CADRE

TECHNICAL OFFICER GRADE I: SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

Supervising and coordinating the maintenance and repairs activities. Assists in preparation of estimates for any repairs and maintenance and for simple civil or electrical works. Monitoring construction works of community institution.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or equivalent with at least seven years (7) practical post qualification experience.

POST: TECHNICAL OFFICER GRADE II . SALARY SCALE G5

DUTIES RESPONSIBILITIES

Preparing sketches and drawings for simple constructions and renovation or electrical works. Field reports on community construction projects. Monitoring or maintenance works and taking charge of building or electrical works. Supervision of junior staff.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or the equivalent with at least six years practical post qualification experience.

POST: TECHNICAL OFFICER CLASS III . SALARY SCALE G4

DUTIES AND RESPONSIBILITIES

Carrying out inspection, maintenance, repairs of buildings or maintenance, repairs overhauling of electrical installations, equipment or electronic equipment. Prepare estimates for works or renovation or electrical installation or electronic equipment.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or its equivalent with at least five years practical post qualification experience.

TECHNICAL ASSISTANT CADRE

POST: TECHNICAL ASSISTANT GRADE I . SALARY SCALE G3

DUTIES AND RESPONSIBILITIES

Undertaking simple drawings and taking charge of minor construction works, preparing simple bills of quantity, or undertaking simple electrical installations. Fittings and drawings or maintenance and repair of electronic equipment.

QUALIFICATION AND EXPERIENCE

Trade Test Certificate of a government recognised institution with at least 4 years post qualification experience

POST: TECHNICAL ASSISTANT GRADE II: SALARY SCALE G2

DUTIES AND RESPONSIBILITIES

Supervise and direct artisans in maintenance and renovation works or in simple electrical installation and

fittings; monitoring the minor works done by contractors and certification of satisfactory completion of such minor works; maintenance and repair of electronic equipment.

QUALIFICATION AND EXPERIENCE

Trade Test Certificate of a government recognised institution with at least three post qualification experience.

POST: TECHNICAL ASSISTANT GRADE III . SALARY SCALE G1

DUTIES AND RESPONSIBILITIES

Maintenance and repairs of electrical or electronic equipment; market survey of spare parts for maintenance of building, electrical and electronic equipment; simple maintenance and repairs of equipment and building.

QUALIFICATION AND EXPERIENCE

Trade Test Certificate of a government recognised institution with at least two years of practical post qualification experience.

ACCOUNTING ASSISTANT CADRE

POST: ACCOUNTING ASSISTANT GRADE I: SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

Assisting in the preparation of Final Accounts and book-keeping; bank reconciliation, cash flow reports, supervision of a number of accounting assistants and accounts clerk.

QUALIFICATION AND EXPERIENCE

BAC G3 or Ordinary National Diploma or the equivalent with a minimum of seven years relevant post qualification experience.

POST: ACCOUNTING ASSISTANT GRADE II . SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

Assisting in the preparation of accounts and book-keeping, taking charge of pay-roll.

QUALIFICATION AND EXPERIENCE

BAC or Ordinary National Diploma or the equivalent with a minimum of six years relevant post qualification experience.

**POST: ACCOUNTING ASSISTANT GRADE III ;
SALARY SCALE 64****DUTIES AND RESPONSIBILITIES**

Assisting in the preparation of accounts and book-keeping.

QUALIFICATION AND EXPERIENCE

BAC or Ordinary National Diploma or the equivalent with at least five years relevant post-qualification experience.

AUDIT ASSISTANT CADRE**POST: AUDIT ASSISTANT GRADE I .SALARY SCALE
G6****DUTIES AND RESPONSIBILITIES**

Taking charge of a Section under the direction of a senior officer, supervising and coordinating the work of junior officers.

QUALIFICATION AND EXPERIENCE

The Higher National Diploma (Accounts) or its equivalent with at least seven years post qualification experience.

**POST: AUDIT ASSISTANT GRADE II .
SALARY SCALE G5****DUTIES AND RESPONSIBILITIES**

Taking charge of a unit, Posting examining vouchers and claims. Assist senior officers in the investigation duties.

QUALIFICATION AND EXPERIENCE

The Higher National Diploma (Accounts) or its equivalent with at least six years practical post qualification experience.

**POST: AUDIT ASSISTANT GRADE III .
SALARY SCALE G4****DUTIES AND RESPONSIBILITIES**

Vetting and checking of payment vouchers and claims, auditing of stores, checking accounts and records of community institutions.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma with at least five years post qualification experience.

PROCUREMENT OFFICERS CADRE**POST: PROCUREMENT OFFICER GRADE I ,
SALARY SCALE G8****DUTIES AND RESPONSIBILITIES**

Responsible for the Unit, under the supervision of a Senior Officer. Purchasing materials and equipment. Advising on best possible market for purchase. Market survey.

QUALIFICATION AND EXPERIENCE

BAC G2 or a Diploma in Purchasing and Supply or in Store keeping or their equivalents. A minimum of seven years post qualification experience.

**POST: PROCUREMENT OFFICER GRADE II .
SALARY SCALE G5****DUTIES AND RESPONSIBILITIES**

Purchasing materials and equipment; keeping records of purchase; market survey.

QUALIFICATION AND EXPERIENCE

BAC G2 or a Diploma in Purchasing and supply or in Store keeping or the equivalent. A minimum of six years post qualification experience.

SECRETARIAL CADRE**POST: BILINGUAL SECRETARY GRADE I
SALARY SCALE G8****DUTIES AND RESPONSIBILITIES**

Perform secretarial duties in both English and French languages i.e. taking short-hand and transcribing, typing, receiving correspondence and filing. Translation of simple documents.

QUALIFICATION AND EXPERIENCE

BAC or West African School Certificate or its equivalent with a BTS Diploma or a Diploma in Bilingual Secretarial Study plus typewriting/Shorthand speed of 100/50 words per minute in the first language and 80/35 words per minute in the second language. At least seven years experience.

**POST: BILINGUAL SECRETARY GRADE II .
SALARY SCALE G5****DUTIES AND RESPONSIBILITIES**

Perform secretarial duties in both English and French languages i.e. taking shorthand and transcribing, typing, receiving correspondence and filing. Translation of simple documents.

QUALIFICATION AND EXPERIENCE

BAC or West African School Certificate or its equivalent with a BTS Diploma or a Diploma in Bilingual Secretarial study plus a typewriting/Shorthand speed of 100/50 words per minute in the first language and 80/35 words per minute in the second language. At least six years post qualification experience.

POST: CONFIDENTIAL SECRETARY GRADE I: SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

Taking shorthand and transcribing in one of the two working languages English and French. Performing other Secretarial duties.

QUALIFICATION AND EXPERIENCE

Diploma in Secretarial Studies with shorthand/typewriting speed of 120/50 or 100/50 words per minute. At least eight years post qualification experience for 100/50 words per minute and six years for 120/50 words per minute.

POST: CONFIDENTIAL SECRETARY GRADE II: SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

Taking shorthand and transcribing in one of the two working languages i.e. English and French. Performing other Secretarial duties.

QUALIFICATION AND EXPERIENCE

Diploma in Secretarial Studies and 100/50 words per minute in shorthand/typing. At least six years post qualification experience.

POST: STENOGRAPHER: SALARY SCALE G4

DUTIES AND RESPONSIBILITIES

Taking shorthand and transcribing in one of the two official languages i.e. English and French. Performing other Secretarial duties.

QUALIFICATION AND EXPERIENCE

BAC G3 or Secondary Commercial Certificate or its equivalent with shorthand/typing speed of 80/35 words per minute. A minimum of five years relevant post qualification experience.

BILINGUAL TYPIST CADRE

POST: BILINGUAL TYPIST GRADE I: SALARY SCALE P4

DUTIES AND RESPONSIBILITIES

Typing in both languages and filing.

QUALIFICATION AND EXPERIENCE

BEPC or an equivalent diploma in addition a CAP certificate or a commercial secondary school certificate plus a typing speed of 50 words per minute in the first

language and 30 words per minute in the second language. At least five years relevant post qualification experience.

POST: BILINGUAL TYPIST GRADE II: SALARY SCALE G3

DUTIES AND RESPONSIBILITIES

Typing in both languages and filing

QUALIFICATION AND EXPERIENCE

General Certificate of Education (Ordinary Level) or equivalent plus a typing speed of 40 words per minute in the first language and 30 words per minute in the second. A minimum of four years relevant post-qualification experience.

STORES OFFICERS CADRE

POST: STORES OFFICER GRADE : SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

Taking charge of stores. Ensures adequate stocks of materials, supplies and equipment. Safekeeping of stocks. Receiving and issuing materials. Conducting periodic survey and checking stores. Periodic report on stores:

QUALIFICATION AND EXPERIENCE

BAC G2 or a Diploma in Purchasing and Supply or Storekeeping or their equivalent. At least seven years relevant post qualification experience.

POST: STORES OFFICER GRADE II- SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

Supervision of Store Clerks. Monitoring stocks of materials, Supplies and Equipment. Receiving and issuing materials. Taking charge of store records.

QUALIFICATION AND EXPERIENCE

BAC G2 or a Diploma in Purchasing and Supply or Storekeeping or their equivalents. A minimum of six years relevant post qualification experience.

POST: STORES OFFICER GRADE III - SALARY SCALE G4

DUTIES AND RESPONSIBILITIES

Receiving and issuing stocks. Checking stores and reviewing stock position. Planning storage bin.

QUALIFICATION AND EXPERIENCE

BAC G2 or a Diploma in Purchasing and Supply or Storekeeping or their equivalents. A minimum of five years relevant post qualification experience.

LIBRARY ASSISTANT CADRE**POST: LIBRARY ASSISTANT GRADE I. SALARY SCALE G6****DUTIES AND RESPONSIBILITIES**

Supervision of reference and information service, Cataloging, searching, preparation of exhibits. Any other relevant assignment.

QUALIFICATION AND EXPERIENCE

Diploma in Librarianship or equivalent. A minimum of seven (7) years relevant post qualification experience.

POST: LIBRARY ASSISTANT GRADE II. SALARY SCALE G5**DUTIES AND RESPONSIBILITIES**

Book order, checking of acquisition from book selection tools. Preparation of subject orientated statistical records. Newspaper cuttings.

QUALIFICATION AND EXPERIENCE

Diploma in Librarianship or equivalent. A minimum of six (6) years relevant post qualification experience.

POST: LIBRARY ASSISTANT, CLASS III, G4**DUTIES AND RESPONSIBILITIES**

Providing simple reference information service. Routine cataloging and searching, maintenance of general Library records. Preparation of Library exhibitions.

QUALIFICATION AND EXPERIENCE

Part I of profession Librarianship examination, with a minimum of five (5) years relevant post qualification experience.

DOCUMENTATION ASSISTANT CADRE**POST: DOCUMENTATION ASSISTANT GRADE I. SALARY SCALE G6****DUTIES AND RESPONSIBILITIES**

Responsible, under supervision of a Senior Officer, for the Council Secretariat. Preparation of documents for Statutory meetings. Taking charge of the reprographic

Unit and the Secretariat Pool.

QUALIFICATION AND EXPERIENCE

Diploma in Bilingual Secretarial Studies, or General Certificate of Education. (Ordinary Level) or Ordinary National Diploma (Business Studies) plus a minimum of seven years experience. Proficiency in one official language and ability to work in the second.

POST: DOCUMENTATION ASSISTANT GRADE II: SALARY SCALE G5**DUTIES AND RESPONSIBILITIES**

Proof-reading of documents; Reproduction of documents in the Reprographic Unit; Preparing documents for statutory meetings for despatch; Operating the reprographic equipment.

QUALIFICATION AND EXPERIENCE

West African School Certificate or its equivalent with a minimum of six years post qualification experience.

POST: DOCUMENTATION ASSISTANT GRADE III: SALARY SCALE G4**DUTIES AND RESPONSIBILITIES**

Proof reading of documents; reproduction of documents, preparation of documents for statutory meetings.

QUALIFICATION AND EXPERIENCE

West African School or its equivalent plus a minimum of five years post qualification experience.

TELEX OPERATOR CADRE**POST: TELEX OPERATOR GRADE I SALARY SCALE G4****DUTIES AND RESPONSIBILITIES**

Operation of Telex machine; sending and receiving telex message; keeping records of message received and despatched; ensuring proper and regular maintenance of telex equipment.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent, a minimum of five years experience in telex operation. Proficiency in one official language and a working knowledge of the second.

POST: TELEX OPERATOR GRADE II .SALARY SCALE G3

DUTIES AND RESPONSIBILITIES

Operation of telex machine ; sending and receiving telex message; keeping records of message received and despatched.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent. A minimum of four years experience in telex operation. Proficiency in one official language and a working knowledge of the other.

TELEPHONE OPERATOR/RECEPTIONIST CADRE

POST: TELEPHONE OPERATOR/RECEPTIONIST GRADE I: SALARY SCALE G4

DUTIES AND RESPONSIBILITIES

Operation of telephone switchboard, ensuring board is properly maintained.

QUALIFICATION AND EXPERIENCE

West African School Certificate, BEPC or equivalents . A minimum of five years experience in switchboard operation. Proficiency in one official language and ability to work in the second.

POST: TELEPHONE OPERATOR/RECEPTIONIST GRADE II: SALARY SCALE G3

DUTIES AND RESPONSIBILITIES

Operation telephone switchboard. Ensuring switchboard and equipment are properly maintained.

QUALIFICATION AND EXPERIENCE

West African School Certificate, BEPC or equivalents and a minimum of four years experience in telephone switchboard operation. Proficiency in one official language and a working knowledge of the other.

POST: TELEPHONE OPERATOR/RECEPTION GRADE III: SALARY SCALE G2

DUTIES AND RESPONSIBILITIES

Operating telephone switchboard, ensuring switchboard and equipment are properly maintained.

QUALIFICATION AND EXPERIENCE

West African School Certificate, BEPC, or equivalents with a minimum of three years experience in switchboard operation. Proficiency in one official language and ability to work in the second.

STATISTICAL ASSISTANTS CADRE

POST: STATISTICAL ASSISTANT GRADE I SALARY SCALE G6

DUTIES AND RESPONSIBILITIES

Coordinating the work of Statistical Assistants. Compilation of statistical information. Directing field surveys. Preparing reports on field surveys.

QUALIFICATION AND EXPERIENCE

At least Ordinary National Diploma or equivalent in statistic, HND in Statistic and any post secondary training in a national statistical training school. A minimum of seven years post qualification experience in a Statistical organisation, or Research Institution.

POST: STATISTICAL ASSISTANT GRADE II .SALARY SCALE G5

DUTIES AND RESPONSIBILITIES

Compilation of statistical data. Supervision of the work of junior staff.

QUALIFICATION AND EXPERIENCE

At least Ordinary National Diploma or equivalent in Statistics, H.N.D. in Statistics and any Post Secondary Training in a National Statistical Training School. A minimum of six years relevant post qualification experience.

POST: STATISTICAL ASSISTANT GRADE III . SALARY SCALE G4

DUTIES AND RESPONSIBILITIES

Compilation of statistical data. Directing field survey in the field.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or equivalent in Statistics, H.N.D in Statistic and any Post Secondary Training in a National Statistical Training School. A minimum of five years relevant post qualification experience.

**(POST: STATISTICAL ASSISTANT GRADE IV
SALARY SCALE G3**

DUTIES AND RESPONSIBILITIES

Compilation of statistical data. Editing and processing statistical data collected.

QUALIFICATION AND EXPERIENCE

Ordinary National Diploma or equivalent in Statistics or any post secondary training in a national statistical training school. A minimum of four years relevant post qualification experience.

DATA PROCESSING OFFICER CADRE

**POST: DATA PROCESSOR CADRE I
SALARY SCALE G6**

DUTIES AND RESPONSIBILITIES

- Responsible for day to day operation of computer equipment and personnel.
- Supervises and coordinates supplies, data preparation and computer operations.
- Maintains schedules for data processing work.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent plus a diploma in data processing with seven years relevant experience.

**POST: DATA PROCESSOR CADRE II, SALARY
SCALE G5**

DUTIES AND RESPONSIBILITIES

- Manages the operation of computer equipment
- Supervises data preparation, coding verification and related operations.
- Maintains schedules for data processing work.

QUALIFICATION AND EXPERIENCE

West African School Certificate or equivalent plus a diploma in data processing with a minimum of six (6) years relevant experience.

**POST: DATA PROCESSOR CADRE III .SALARY SCALE
G4**

DUTIES AND RESPONSIBILITIES

- Controls and coordinates all operational facilities through supervision of library activities, production control procedures and operating standards.
- Assists in developing and enforcing operational procedures and standards.
- Trains data processing operators.
- Monitors accuracy and completion of important documents and output reports.
- Maintain schedules of data collection from user departments.

QUALIFICATION AND EXPERIENCE

West African School Certificate plus a diploma in data processing with a minimum of six (6) years relevant experience.

DATA PROCESSING ASSISTANT CADRE

**POST: DATA PROCESSING ASSISTANT GRADE I;
SALARY SCALE G3**

DUTIES AND RESPONSIBILITIES

- Manages job queue, computer operation and error recovery
- Supervises shift work
- Operates data processing and associated equipment.
- Log and report equipment malfunction
- Supervises editing and control of data entry and coded forms.

QUALIFICATION AND EXPERIENCE

West African School Certificate or its equivalent plus a diploma in data processing with four (4) years minimum relevant experience.

**POST: DATA PROCESSING ASSISTANT, GRADE II
SALARY SCALE G2**

DUTIES AND RESPONSIBILITIES

- Operation of data processing equipment
- Shift work.

QUALIFICATION AND EXPERIENCE

WASC, BEPC or equivalent, a certificate in data processing operations plus a minimum of three (3) years relevant experience.

POST: DATA PROCESSING ASSISTANT GRADE III, SALARY SCALE G1**DUTIES AND RESPONSIBILITIES**

— Operation of data processing equipment.

— Shift work.

QUALIFICATION AND EXPERIENCE

WASC BEPC or equivalent plus certificate in data processing operations with a minimum of two (2) years relevant experience.

CLASSIFICATION OF AUXILIARY STAFF**MOTOR DRIVER CADRE****POST: MOTOR DRIVER GRADE I -SALARY SCALE M7****DUTIES**

Assisting Transport Officer in the recording of lubricant and fuel consumption. Driving a motor vehicle assigned to him. Keeping an up-to-date log book of movement of the vehicle and promptly reporting faults and defects detected. Supervising the disposition of Drivers and vehicles. Ensuring proper care of the vehicle.

QUALIFICATION AND EXPERIENCE

Professional Motor Driver's license plus Trade Test Class I certificate. A minimum of 10 years driving experience.

POST: MOTOR DRIVER GRADE II, SALARY SCALE MG**DUTIES**

Driving with care a motor vehicle assigned to him. Keeping an up-to-date log book of movement of the vehicle and reporting promptly any faults or defects detected.

QUALIFICATION AND EXPERIENCE

A professional Motor Driver's license and Trade Test Certificate Class I plus a minimum of eight years driving experience.

POST: MOTOR DRIVER GRADE III -SALARY SCALE M5**DUTIES**

Driving with care a motor vehicle assigned to him. Keeping an up-to-date log book of movement of vehicle. Reporting promptly faults or defects detected. Ensuring proper care of the vehicle.

QUALIFICATION AND EXPERIENCE

A professional Motor Driver's License plus a Trade Test Class I Certificate plus a minimum of six years driving experience.

POST: MOTOR DRIVER GRADE IV: SALARY SCALE M4**DUTIES**

Driving with care a motor vehicle assigned to him. Keeping an up-to-date log book of movement of vehicle. Reporting promptly any faults or defects detected. Ensuring proper care of the vehicle.

QUALIFICATION AND EXPERIENCE

A professional Motor Driver's License plus a Trade Test Class with a minimum of four years driving experience.

MESSENGER CADRE**POST: MESSENGER GRADE I; SALARY SCALE M4****DUTIES**

Moving files and documents from officer desks. Carrying and delivering letters, article and messages. Recording movement of files and documents and to and from officers desks. Ensuring the cleanliness of officer's room.

QUALIFICATION AND EXPERIENCE:

A minimum of four attendance at a Secondary School plus service experience as a messenger.

POST: MESSENGER GRADE II: SALARY SCALE M3**DUTIES**

Moving files and documents from officers desks. Carrying and delivering letters, articles and messages. Recording movement of files and documents to and from officers desks. Ensuring cleanliness of officers room.

QUALIFICATION AND EXPERIENCE

A minimum of four years attendance at a Secondary School plus some experience of service as a Messenger.

POST: MESSENGER GRADE III: SALARY SCALE M2**DUTIES**

Moving files and documents from officers desks. Carrying and delivering letters, articles and messages. Recording movements of files and documents to and from Officers' desks.

QUALIFICATION

A minimum of four years attendance at a Secondary School.

PORTER CADRE**POST: CHIEF PORTER: SALARY SCALE M6****DUTIES**

Head of Porters and Security Guards. Prepares duty roster for all Security Guards and Porters and their disposition. Custody of keys to office buildings. Record movement of keys and persons. Regular rounds of visit to check security guards and watchmen.

QUALIFICATION

A minimum of four years Secondary School Education with evidence of training in a security job for at least eight years.

POST: PORTER GRADE I: SALARY SCALE M5**DUTIES**

Taking charge of entrance to office buildings and controlling movement of visitors to the officers. Taking custody of office building and motor vehicle keys and keeping a register for such keys.

QUALIFICATION

A minimum of four years of Secondary School education and evidence of security training with at least six years experience.

POST: PORTER GRADE II: SALARY SCALE M4**DUTIES**

Taking charge of entrance to office buildings and controlling movement of visitors to the officer. Taking custody of office and motor vehicle keys and keeping a register of such keys.

QUALIFICATION

A minimum of four years of Secondary School education plus evidence of security training with at least four years experience.

SECURITY GUARD CADRE**POST: SECURITY GUARD GRADE I: SALARY SCALE M4****DUTIES**

Supervising a number of watchmen in an office building. Keeping records of movement of persons and vehicles entering and leaving the premises of an office building. Checking vehicles and suspected visitors and employees in office premises. Supervising a number of security guards.

QUALIFICATION

First School Leaving Certificate with evidence of security training plus a minimum of five years experience.

POST: SECURITY GUARD GRADE II: SALARY SCALE M3**DUTIES**

Keeping records of movement of persons and vehicles entering and leaving the premises. Searching vehicles and suspected visitors and employees in the office premises.

QUALIFICATION

A First School Leaving Certificate with a training in security job plus a minimum of three years experience.

WATCHMAN CADRE**POST: HEAD WATCHMAN: SALARY SCALE M2****DUTIES**

Watching office and residential building. Manning the gates at office and residential buildings

QUALIFICATION

Mental and physical fitness.

POST. WATCHMAN: SALARY SCALE M1**DUTIES**

Watching office and residential buildings. Manning gales of office and residential buildings.

QUALIFICATION

Mental and physical fitness

ARTISAN/CRAFTSMAN/MECHANICIAN CADRE**POST: FOREMAN: SALARY SCALE M7****DUTIES**

Supervising and coordinating of the operation of several work units employing skilled tradesmen in a variety of trades. Estimation of job time and material requirements. Coordinate workshop activities.

QUALIFICATION

Trade Test Class plus a minimum of ten years experience in the trade.

POST: ARTISAN GRADE I: SALARY SCALE M6**DUTIES**

Supervision of skilled tradesmen engaged in repairs of buildings, vehicles, machines, furniture.

QUALIFICATION

Trade Test Certificate Class I plus a minimum of eight years experience.

POST: ARTISAN GRADE II: SALARY SCALE M5**DUTIES**

Performing complex individual trades job, requiring estimating and reading drawings and specifications. Determining work procedure. Preparing record of work done, Providing a lead hand.

QUALIFICATION

Trade Test Class plus a minimum of six years experience.

POST: ARTISAN GRADE III: SALARY SCALE M4**DUTIES**

Assisting in the performance of routine trade jobs that require fabrication, installation and maintenance or repair of buildings, vehicles, machines and equipment.

QUALIFICATION

Trade Test Class II Certificate or Craft Certificate from a recognised institution with a minimum of four years experience.

COOK CADRE**POST: CHIEF COOK: SALARY SCALE M5****DUTIES**

Preparation of meals. Cleaning and washing kitchen utensil and kitchen. Keeping kitchen utensils. Supervising the activities of a number of cooks.

QUALIFICATION

Primary School Leaving Certificate, ability to read and write simple English or French plus at least six years relevant experience.

POST: COOK GRADE I: SALARY SCALE M4**DUTIES**

Preparing of meals. Cleaning of kitchen and kitchen utensils. Performing related duties.

QUALIFICATION

Primary School Leaving Certificate. Ability to read and write simple English or French plus a minimum of four years relevant experience.

POST: COOK GRADE III: SALARY SCALE M3**DUTIES**

Preparing meals. Cleaning of kitchen and kitchen utensils. Performing related duties.

QUALIFICATION

Primary School Leaving Certificate. Ability to write and read simple English or French plus a minimum of two years relevant experience.

STEWARD CADRE**POST: HEAD STEWARD: SALARY SCALE M4****DUTIES**

Supervising the activities of a number of stewards. Keeping records of stock of drinks and beverages. Ensuring stewards are adequately supplied with uniform.

QUALIFICATION

Primary School Leaving Certificate with a minimum of four years experience.

POST: STEWARD GRADE I: SALARY SCALE M3

DUTIES

Serving meals and drinks and laying tables. Blending wine. Cleaning and washing linen, crockery, cutlery and other material used in serving. Keeping living and bedrooms tidy. Keeping record of stock of drinks. Performing other related duties.

QUALIFICATION

Ability to read and write simple English or French with a minimum of two years relevant experience.

POST: STEWARD GRADE II: SALARY SCALE M2

DUTIES

Serving meals and drinks and laying tables. Cleaning and washing crockery, cutlery and other serving materials and equipment. Keeping living and bedrooms clean.

QUALIFICATION

Ability to read and write simple English or French with a minimum of one year relevant experience.

CLEANER CADRE

POST: HEAD CLEANER: SALARY SCALE M3

DUTIES

Supervision of the activities of a number of cleaners. Cleaning offices, closets and office premises. Performing other related duties.

QUALIFICATION

Ability to read and write simple English or French. Mental and physical fitness.

POST: CLEANER GRADE: SALARY SCALE M2

DUTIES

Cleaning offices, closets and office premises. Performing other related duties.

QUALIFICATION

Ability to read and write simple English or French. Mental and physical fitness.

POST: CLEANER GRADE II: SALARY SCALE M1

DUTIES

Cleaning officers, closets and office premises. Performing other related duties.

QUALIFICATION

Ability to read and write simple English or French. Mental and physical fitness.

GARDENER CADRE

POST: HEAD GARDENER: SALARY SCALE M3

DUTIES

Supervising the activities of a number of Gardeners. Growing of flowers and shrubs. Maintaining existing flower garden by applying suitable material. Maintaining lawns and clearing of premises.

QUALIFICATION

A suitable able-bodied with at least four years experience in gardening.

POST GARDENER: SALARY SCALE M2

DUTIES

Performing horticultural duties, like growing of flowers and shrubs. Maintaining existing flower gardens and lawns applying suitable materials.

QUALIFICATION

A suitable able-bodied candidate.

DUPLICATOR CADRE

POST: DUPLICATOR GRADE: SALARY SCALE M3

DUTIES

Reproduction of documents with photocopier or duplicating machine. Minor repairs of machines used.

QUALIFICATION

A minimum of First School Leaving Certificate with at least four years experience in document reproduction.

POST: DUPLICATOR GRADE II: SALARY SCALE M2

DUTIES

Reproduction of documents with photocopier or duplicating machine.

QUALIFICATION

A minimum of First School Leaving Certificate

LIFT ATTENDANT CADRE

POST: HEAD LIFT ATTENDANT: SALARY
SCLAE M3

DUTIES

Supervising a number of Lift Operators. Operating the lifts. Cleaning the lifts.

QUALIFICATION

First School Leaving Certificate plus four years experience in lift operation.

POST: LIFT OPERATOR: SALARY SCALE M2

DUTIES

Operating lifts and ensuring lifts are clean.

QUALIFICATION

First School Leaving Certificated with a minimum of one year experience in lift operation.

**DECISION C/DEC.3/11/91 ON THE APPROVAL OF THE
BUDGET OF THE EXECUTIVE SECRETARIAT FOR
THE YEAR 1992**

THE COUNCIL OF MINISTERS,

MINDFUL of Article B of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Article 53 of the Treaty on the Budget of the Community;

HAVING EXAMINED the draft budget proposed by the Administration and Finance Commission for the year 1992:

DECIDES**Article 1**

The budget of the Executive Secretariat for the 1992, fiscal year balanced out in receipt and expenditure at Seven Million, Five Hundred and Seventy-three Thousand, Nine Hundred Units of Account (7,573,900 UA) is hereby approved.

Article 2

An amount of Seven Million, Two Hundred and Five Thousand, Nine Hundred Units of Accounts (7,205,900 UA) shall be derived from the annual contributions of Member States while the remaining amount of Three Hundred and Sixty-Eight Thousand Units of Accounts (368,000 U.A.) shall be obtained from internal sources.

Article 3

This decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

**DONE AT LOME THIS 22ND DAY OF
NOVEMBER 1991.**



**Hon. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL**

**DECISION C/DEC. 4/11/91 ON THE APPROVAL OF
THE FINANCIAL ACCOUNTS OF THE COMMUNITY
FOR THE 1990 FINANCIAL YEAR.**

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

ON THE RECOMMENDATION of the Administration and Finance Commission;


DECIDES**Article 1**

The Accounts of the Community Institutions (the Executive Secretariat and the Fund) and the consolidated accounts for the 1990 fiscal year, are hereby approved.

Article 2

This decision shall enter into force upon signature and shall be published in the Official Journal of the Community and the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF
NOVEMBER, 1991.



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

**DECISION C/DEC. 5/11/91 ON THE AMOUNT OF
TOURING ADVANCE PAYABLE TO STATUTORY
APPOINTEES**

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the provisions of Article 48 of the Staff Regulations of the Community Institutions on travel expenses payable to Statutory Appointees;

CONSIDERING the need to fix a ceiling to the amount of advance to be taken on each mission by Statutory Appointees;

ON THE RECOMMENDATION of the Administration and Finance Commission meeting held in Lome, 6-15 November, 1991;

DECIDES

Article 1

Statutory Appointees, when they are on missions other than missions to attend statutory meetings of Commissions, Board of Directors of the Fund, Council and Authority, shall be entitled to a touring advance not exceeding the sum of One thousand United States Dollar (1000.00 US \$).

Article 2

This decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF
NOVEMBER 1991



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

**DECISION C/DEC. 6/11/91 AMENDING ARTICLE 4 OF
DECISION C/DEC. 3/11/89 ON THE ADOPTION OF THE
CONVERSION RATE APPLICABLE TO SALARIES OF
STAFF OF THE COMMUNITY INSTITUTIONS.**

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision C/DEC. 3/11/89 dated 30 November, 1989 of the Council of Ministers on the adoption of the conversion rate applicable to the salaries of staff of the Community Institutions;

AWARE of the difficulty in the application of the provisions of Article 4 of Decision C/DEC. 3/11/89 and conscious of the need to remove any ambiguities arising from the interpretation and implementation of this Decision;

MINDFUL of the need to provide an adjustment coefficient for staff salaries in order to avoid any loss in income by members of staff of the Community;

DECIDES

Article 1:

Article 4 of Decision C/DEC. 3/11/89 dated 30 November, 1989 of the Council of Ministers is hereby amended as follows:

Article 4

An adjustment co-efficient for salaries shall be introduced. If the value of the reference currency appreciates by 5% or more against the currency of payment, a corresponding upward adjustment shall be applied. If, however, the reference currency depreciates against the payment currency, the Institutions shall apply the immediately previous rate which ensures that the staff of the Institutions shall not suffer a loss in salary.

Article 2

This decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT LOME, THIS 22ND DAY OF
NOVEMBER, 1991



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

**DECISION C/DEC. 7/11/91 ON THE APPROVAL OF
THE WORK PROGRAMME OF THE EXECUTIVE SEC-
RETARIAT FOR THE YEAR 1992**

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty
establishing the Council of Ministers and defining
its composition and functions;

ON THE RECOMMENDATION of the Admini-
stration and Finance Commission;

DECIDES

Article 1

The Work Programme of the Executive
Secretariat for the 1992 fiscal year attached hereto
is hereby approved.

Article 2

This decision shall enter into force upon
signature and shall be published in the Official
Journal of the Community and in the National
Gazette of each Member State.

DONE AT LOME, THIS 22 DAY OF NOVEMBER
1991



H. E. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

**DECISION C/DEC.8/11/91 AUTHORISING THE
EXECUTIVE SECRETARY TO CONCLUDE AN
AGREEMENT BETWEEN THE ECONOMIC COMMUNITY
OF WEST AFRICAN STATES AND THE PAN-AFRICAN
TELECOMMUNICATIONS UNION (PATU)**

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty
establishing the Council of Ministers and defining
its composition and functions;

MINDFUL of the provisions of Articles 45 and
46 of the Treaty on the co-ordination and
implementation of the Pan-African Telecommuni-
cations project in West Africa;

MINDFUL of Decision A/DEC.12/5/79 of the
Authority of Heads of State relating to the
programme for the improvement and extension of
the telecommunications network within the
Community;

ON THE RECOMMENDATION of the
Transport, Communications and Energy
Commission;

DECIDES

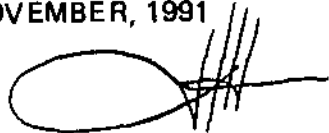
Article 1

The Executive Secretary is hereby authorised
to conclude a Cooperation Agreement between the
Economic Community of West African States and
the Pan-African Telecommunications Union
(PATU), an OAU Agency specialised in Tele-
communications matters,

Article 2

This Decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

**DONE AT LOME, THIS 22ND DAY OF
NOVEMBER, 1991**



**HON JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL**

RESOLUTION C/RES. 1/11/91 ON THE RECOGNITION OF AND GRANTING OF OBSERVER STATUS TO THE WEST AFRICAN YOUTH UNION (WAYU)

THE COUNCIL OF MINISTERS.

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Article 49 of the ECOWAS Treaty relating to cooperation in social and cultural affairs;

MINDFUL of Recommendation A/REC 1/5/83 of the Authority of Heads of State and Government relating to the mobilisation of the different sections of the population in the integration process;

CONSIDERING the importance Member States attach to youth activities within the Community;

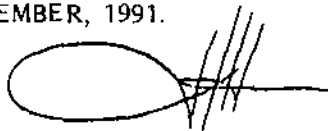
CONSCIOUS of the need to involve the youths of Member States in the social development of the Community;

ON THE RECOMMENDATION of the meeting of ECOWAS Ministers for Youth held in Lagos from 9 to 10 April, 1991;

AFTER EXAMINING the Statutes of the West African Youth Union (WAYU);

PROPOSES TO THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT to adopt the attached draft Decision on the recognition and granting of observer status to the West African Youth Union.

**DONE AT LOME, THIS 22ND DAY OF
NOVEMBER, 1991.**



**HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL**

DRAFT DECISION A/DEC. /S/92 GRANTING THE STATUS OF SPECIALISED INSTITUTION OF ECOWAS TO THE WEST AFRICAN YOUTH UNION (WAYU)

THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT

MINDFUL of Article 5 of the ECOWAS Treaty establishing the Authority of Heads of State and Government and defining its composition and function;

MINDFUL of Recommendation A/REC. 1/5/83 of the Heads of State and Government relating to the mobilisation of the different sections of the population in the integration process;

CONSCIOUS of the need to involve the youths of Member States in the social development of the Community;

CONSIDERING Resolution C/RES. 1/11/91 of the Council of Ministers meeting in Lome (TOGC) 20 to 22 November 1991;

DECIDES

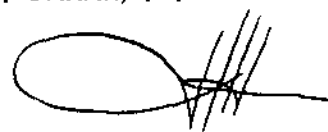
Article 1

The status of specialised institution of ECOWAS is hereby granted to the West African Youth Union (WAYU)

Article 2

This Decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT DAKAR, THIS DAY OF MAY 1992



**CHAIRMAN
FOR THE AUTHORITY**

RESOLUTION C/RES. 2/11/91 ON THE APPROVAL OF THE RULES AND REGULATIONS RELATING TO THE ECOWAS PRIZE FOR EXCELLENCE

THE COUNCIL OF MINISTERS'

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision A/DEC. 11/5/82 of the Authority of Heads of State and Government relating to the ECOWAS Prize.

CONSCIOUS of the need to define modalities for the award of the ECOWAS Prize for Excellence;

PROPOSED to the Authority of Heads of State and Government

- to approve the draft rules and regulations relating to the ECOWAS Prize for Excellence as contained in the annex attached to this Resolution

DONE AT LOME, THIS 22 DAY OF
NOVEMBER, 1991



H. E. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

DRAFT DECISION A/DEC. /5/92 APPROVING THE RULES AND REGULATIONS RELATING TO THE ECOWAS PRIZE FOR EXCELLENCE

THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT

MINDFUL of Article 5 of the ECOWAS Treaty establishing the Authority of Heads of State and Government and defining its composition and functions:

MINDFUL of Decision A/DEC. 14/5/82 of the Authority of Heads of State and Government relating to the ECOWAS Prize;

CONSCIOUS of the need to define modalities for the award of the ECOWAS Prize for Excellence;

CONSIDERING Resolution C/RES.2/11/91 of the Council of Ministers meeting in Lome (TOGO) 20 to 22 November, 1991

DECIDES

Article 1

The Rules and Regulations relating to the ECOWAS Prize for Excellence as contained in the annex to this Decision are hereby approved.

Article 2

This Decision shall enter into force upon signature and shall be published in the Official Journal of the Community and in the National Gazette of each Member State.

DONE AT DAKAR, THIS DAY OF MAY 1992



CHAIRMAN
FOR THE AUTHORITY

DRAFT RULES AND REGULATIONS RELATING TO THE ECOWAS PRIZE FOR EXCELLENCE

Article 1

There is hereby established by the Economic Community of West African States an international prize to be known as "The ECOWAS Prize for Excellence"

Article 2

The ECOWAS Prize for Excellence is aimed at:

- stimulating research and creativity;
- rewarding persons or institutions from a Member State which have excelled in the areas of art and literature, science and technology and any other field that could contribute to enhance the image of the Community.

Article 3

The ECOWAS Prize for Excellence, which shall be the sum of 10,000 Units of Account, shall be awarded in the areas specified in Article 2, every two years, on a rotational basis.

Article 4

To be eligible, works must have been previously patented, published in science publications of international repute or adequately circulated in Member States of the Community. Due level of circulation of works or inventions which are not published in any science publication shall be certified by a duly established press review.

Article 5

- (a) Any author, research institute or editor wishing to enter for the ECOWAS Prize for Excellence, may send as many discoveries and works in either of the categories, to the relevant Ministry of the Member State in which he resides or whose nationality he possesses.

- (b) Each Member State shall be responsible for preselecting works and shall send its nominations to the Executive Secretariat which shall forward them to the Jury.
- (c) Any discovery or work may be entered only once.

Article 6

- (a) The ECOWAS Prize for Excellence shall be awarded by an international Jury made up of seven (7) members chosen by virtue of their competence, by the Executive Secretariat and appointed by the ECOWAS Council of Ministers. The Jury shall elect one of their members as Chairman.
- (b) The Director of the Social and Cultural Affairs Department shall co-ordinate the activities of the Jury.

Article 7

- (a) The list of works preselected by Member States shall be made public by the Executive Secretariat prior to the meeting of the international Jury.
- (b) At the meeting to select the final winner, the ECOWAS Prize for Excellence shall be awarded to the works with the highest number of votes.
- (c) The modalities for voting shall be established by the Jury.

Article 8

The Jury shall reserve the right not to award the ECOWAS Prize for Excellence where none of the works meets the required criteria, or to share the prize between two or more winners.

Article 9

No candidate shall be a member of the Jury.

Article 10

Cases not covered by these rules shall be resolved by the Jury.

Article 11

The ECOWAS Prize for Excellence shall be presented by the current Chairman of ECOWAS at the Summit of the Authority of Heads of State and Government.

Article 12

By participating in the ECOWAS Prize for Excellence competition, competitors agree to be bound wholly by these rules as amended from time to time.

Article 13

Written works, published reports or press reviews shall be deposited with or sent by prepaid post, in 6 copies, to the Headquarters of the Economic Community of West African States as follows:

6, King George V Road,
P. M. B. 12745
ONIKAN – LAGOS
Nigeria.

at least 3 months prior to the meeting of the Jury.

RESOLUTION C/RES. 3/11/91 RELATING TO RATIFICATION OF THE CULTURAL FRAMEWORK AGREEMENT

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

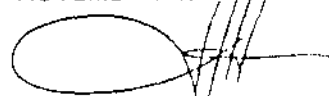
MINDFUL of the adoption by the Authority of Heads of State and Government of Protocol A/P1/7/87 relating to the Cultural Framework Agreement;

CONSIDERING that effective implementation of the Cultural Framework Agreement depends on its ratification by Member States of the Community;

REQUESTS:

All Member States that have not done so to ratify the Cultural Framework Agreement for the Economic Community of West African States.

DONE AT LOME THIS 22ND DAY OF
NOVEMBER 1991



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

RESOLUTION C/RES 4/11/91 ON INDUSTRIALISATION IN THE TELECOMMUNICATIONS SECTOR

THE COUNCIL OF MINISTERS'

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and function;

MINDFUL of Decision C/DEC. 1/11/81 of the Council of Ministers relating to the Establishment of Industries for Manufacturing Telecommunications Equipment;

CONSIDERING the objectives set by the Lagos Plan of Action with regard to the manufacture of equipment for the Transport and Telecommunications infrastructures;

CONSIDERING the priority accorded to the regional feasibility study on the manufacture of telecommunications equipment to be conducted under the programme of the 2nd United Nations Transport and Communications Decade for Africa;

CONSIDERING that the African Telecommunications equipment to be conducted under the programme of the 2nd United Nations Transport and Communications Decade for Africa;

CONSIDERING that the African Telecommunications Regional Group has entrusted the management of the project to the ITU and UNDP;

ON THE RECOMMENDATION of the Transport, Communications and Energy Commission;

REQUESTS

1. Member States to continue lending assistance to the regional project on the manufacture of Telecommunications equipment

DONE AT LOME THIS 22ND DAY OF
NOVEMBER, 1991



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

RESOLUTION C/RES 5/11/91 ON THE LOME SUB-REGIONAL TELECOMMUNICATIONS MAINTENANCE CENTRE

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision C/DEC. 9/6/89 of the Council approving the project and the findings of the feasibility study on the Lome (Togo) Sub-Regional Telecommunications Maintenance Centre;

CONSIDERING the need to accelerate the establishment of the Centre;

ON THE RECOMMENDATION of the Transport, Communications and Energy Commission;

REQUESTS

1. Member States to continue participating actively in the establishment of the Lome sub-regional Telecommunications Maintenance Centre;
2. The ITU and UNDP to continue lending their assistance, particularly the equipping of the measuring equipment laboratory, the training of staff and provision of technical expertise for the first phase of the sub-regional centre project
3. UNIDO to lend assistance to ECOWAS Member States for the establishment of the printed circuit card repair centre and laboratories/workshops for experiments.

DONE AT LOME THIS 22ND DAY OF
NOVEMBER, 1991



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

DIRECTIVE C/DIR. 1/11/91 ON THE PROGRAMME OF CULTURAL ACTIVITIES IN MEMBER STATES

THE COUNCIL OF MINISTERS,

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the Cultural Framework Agreement A/P1/7/87 adopted by the ECOWAS Heads of State and Government

CONSIDERING that effective implementation of the Cultural Framework Agreement depends on the adoption of a programme of cultural activities by Member States;

HEREBY DIRECTS

The Executive Secretariat to organise a meeting of Ministers of Culture of Member States to adopt a programme of cultural activities to enhance the sub-regional integration process.

DONE AT LOME, THIS 22 DAY OF
NOVEMBER, 1991



H. E. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL

**DIRECTIVE C/DIR. 2/11/91 RELATING TO THE
MEETING OF SOCIAL SECURITY EXPERTS****THE COUNCIL OF MINISTERS,**

MINDFUL of Article 6 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions:

CONSIDERING the importance and complex nature of Social Security issues in the Member States of ECOWAS and the reforms being undertaken in these Member States in that regard;

CONSIDERING that only one Member State has submitted amendments to the draft General Convention on Social Security;

CONSIDERING that only six (6) social security experts were present at the meeting of the Social and Cultural Affairs Commission held in Lagos from 13 to 16 March 1991.

DIRECTS:

The Executive Secretariat to convene a meeting composed of Social Security Experts and Representatives of the International Labour Organisation (ILO) and of the International Social Security Association (ISSA) to consider the draft General Convention of Social Security.

DONE AT LOME THIS 22ND DAY OF
NOVEMBER, 1991



HON. JEAN PAUL DIAS
CHAIRMAN
FOR COUNCIL