



VACANCY FOR NIGERIA'S STATUTORY APPOINTEE FOR THE POSITION OF VICE PRESIDENT AT THE COMMISSION OF THE ECONOMIC COMMUNITY OF WEST AFRICAN STATES (ECOWAS), ABUJA, NIGERIA

The Ministry of Foreign Affairs wishes to invite qualified Nigerians to apply for the position of Nigeria's Statutory Appointee (Vice-President of the Commission) for the 2026–2030 term, at the Commission of the Economic Community of West African States (ECOWAS), Abuja, Nigeria.

Job Description

Interested Nigerian candidates may wish to note that the Vice-President of the ECOWAS Commission assists the President of the Commission in the performance of his/her duties and acts in his/her stead in his/her absence. The Vice-President supports the design, formulation and implementation of regional strategies, programmes and projects, and works in close collaboration with other ECOWAS institutions, partners and Member States.

Roles and Responsibilities

Under the supervision and guidance of the President of the Commission, and in harmony with peers from other institutions, the Vice-President shall:

- Assist the President in defining and implementing the Commission's strategy and programmes;
- Ensure business continuity within the Commission in the absence of the President;
- Coordinate, monitor and evaluate regional programmes and manage relations between the Commission and other ECOWAS institutions;
- Coordinate and monitor the institutional reform process under the leadership of the Commission President and in collaboration with other departments;
- Oversee the implementation of the Early Warning System;
- Contribute to communication around the ECOWAS Vision;

- Oversee the activities of the Directorate of Strategic Planning and all other directorates reporting to him/her;
- Supervise the Directorate of Strategic Planning and Monitoring and Evaluation, Directorate of Early Warning, relations with other ECOWAS Institutions, and Community Development Projects;
- Perform any other duties as may be assigned by the President of the Commission.

Essential Qualifications, Skills and Experience

i. Knowledge of the ECOWAS Commission

- Candidates will be assessed on the basis of their knowledge of ECOWAS agenda and programmes/projects, particularly institutional reforms.

ii. Academic Qualifications

- Interested candidates must hold a Master's degree (A-Level+5) or equivalent in Economics, Statistics, Law, Public Administration, Social Sciences, Engineering, Business Management, or a discipline related to the job description, awarded by a recognised university or higher education institution;
- Holding an additional degree or certificate in management or a related field will be an added advantage.

iii. Professional Experience

- Candidates must have at least fifteen (15) years of professional experience in a national, regional or international public or private organisation, including at least seven (7) years in a senior management position.

iv. Language and ICT

- Good command of one of the official languages of ECOWAS (English/French/Portuguese) in both spoken and written form, with working knowledge of a second Community language;
- Good knowledge and ability to use IT tools and applicable software such as Microsoft Office (Word, Excel, PowerPoint, etc.).

Required Competencies

i. General Skills

- Professionalism;
- Planning and organisational skills;
- Accountability;
- Good communication skills;
- Teamwork.

ii. Managerial Skills

- Ability to plan effectively;
- Ability to tap and develop staff potential;
- Ability to set, monitor and maintain good performance standards;
- Ability to work in a multicultural environment;
- Ability to conduct meetings effectively;
- Ability to manage organisations and develop partnerships;
- Skill in coordination and monitoring/evaluation;
- Ability to negotiate with the public to achieve results or reach consensus;
- Communication skills to influence peers and external stakeholders;
- Team spirit and ability to work in a multicultural environment;
- Demonstrated fairness;
- Good personal organisation with ability to set priorities and adapt to varying situations;
- Ability to manage interpersonal relationships and resolve conflicts.

The Evaluation Process

- Assessment shall be conducted in line with applicable internal regulations of the ECOWAS Commission;
- Applicants are required to provide complete and accurate information pertaining to their personal profile;
- Applicants under consideration may be subject to reference checks to verify information provided;
- Successful applicants shall be shortlisted for further screening by the ECOWAS Ministerial Screening Committee.

Mode of Application

All interested candidates are required to forward a copy of their curriculum vitae accompanied by a covering letter highlighting relevant experience, skills and competencies to the designated email addresses of the ECOWAS National Unit and Permanent Mission of Nigeria to ECOWAS Commission. The email address are as follows ecowasnationalunit2@gmail.com & info@nigeriaecowasmission.ng respectively. Hard copies may also be submitted to the Communication Officer, ECOWAS National Unit, Ministry of Foreign Affairs, Central Business District, Abuja or to the Permanent Mission of Nigeria to the ECOWAS Commission, Abuja.

Application Deadline

Applications must be submitted on or before 11th of March, 2026.

Condition of Service

The condition of service is in line with ECOWAS remuneration for Statutory Appointees and Staff Regulations.

Signed:

**Kimiebi Imomotimi Ebienfa, anipr
Spokesperson,
Ministry of Foreign Affairs, Abuja.
Friday 6th March, 2025**