

WEST AFRICAN INSTITUTE FOR FINANCIAL AND ECONOMIC MANAGEMENT (WAIFEM)



JOB ADVERTISEMENT

The West African Institute For Financial and Economic Management (WAIFEM) is a sub-regional capacity building Institution established in 1996 by the Central Banks of The Gambia, Ghana, Liberia, Nigeria and Sierra Leone. Headquartered in Lagos, Nigeria, WAIFEM has the mandate to strengthen capacity for macroeconomic and financial management in the countries of member Central Banks. The Institute seeks qualified candidates to fill the under-mentioned vacancy:

DIRECTOR OF RESEARCH

A. Duties and Responsibilities

1. Responsible to the Director General, the Director of Research will supervise the research department to ensure research into relevant issues/topics emanating from the capacity building and training programmes.
2. Direct and lead the department in the sourcing of funds to facilitate its research work.
3. Organize internal and external seminars and workshops for the benefit of the Institute and the sub-region.
4. Responsible for the production of the Institute's various publications.
5. Supervise the building up of the database in the constituent countries of WAIFEM.
6. Carry out such other duties as may be assigned from time-to-time by the Director General.

B. Qualifications and Experience

1. Must be a citizen of the countries of WAIFEM member banks.
2. Holds a minimum of post-graduate degree in Economics and/or Finance at the Masters level; a doctorate degree would be an advantage.
3. Have at least 10 years of professional experience in senior management capacity.
4. Must be versed in research methodology and endowed with excellent written and oral communication skills.

5. Must be computer literate and familiar with softwares used by economists etc.
6. Must be able to work in a team-based multi-cultural environment.

Remuneration -: Attractive and competitive.

Applications with detailed CVs including the names of three referees should be submitted not later than two weeks from the date of this publication to:

The Director General,
West African Institute for Financial and
Economic Management (WAIFEM)
C/o Central Bank of Nigeria Learning Centre
P.M.B 2001, Satellite town,
Lagos, Nigeria.

E-mail: dg@waifem-cbp.org

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ADVISOR: Business Development and Consultancy Unit

A. Duties and Responsibilities

1. The Advisor would be responsible to the Director General in initiating and executing short term courses to senior private sector players on a cost recovery basis.
2. Solicit through marketing for private sector participants in various courses.
3. Supervise the Business Development and Consultancy Unit.
4. Bid for consultancy jobs in the sub-region.
5. Assists in the research activities of the institute.
6. Carry out such other duties as may be assigned from time-to-time by the Director General.

B. Qualifications and Experience

1. Must be a citizen of the countries of WAIFEM member banks.
2. Holds a minimum of post-graduate degree in Economics or in any of the social sciences at the master level; a doctor degree would be an advantage.

3. Have at least 10 years experience in capacity building at relevant institutions.
4. Experience in negotiation and has networking abilities.
5. Must be computer literate and familiar with softwares used by social scientists.
6. Must be endowed with excellent written and oral communication skills.
7. Must be able to work in a team-based multicultural environment.

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SENIOR MANAGER: E-learning Unit:

A. Duties and Responsibilities

1. Responsible to the Director General, the Senior Manager as head of the E-learning Unit will be responsible for the strategic development of the Institute's e-learning resources.
2. Appreciate the part e-learning plays in teaching and learning and the desire to facilitate same.
3. Ability to build and maintain effective professional links with participants from member banks as well as outsiders.
4. Be innovative, proactive and creative
5. Assist in ensuring that modules from departments are in sync with the e-learning apparatus.
6. Carry out such duties as may be assigned from time-to-time by the Director General.

B. Qualifications and Experience

1. Must be a citizen of the countries of WAIEM member states.
2. Holds a master's degree in addition to other qualifications in ICT and possesses certification in various ICT courses.
3. Must have a Bachelor's degree in Computer Science, web development or related field.
4. Possess 7 years experience in e-learning and Information Technology (IT).
5. A good working knowledge of ICT network, infrastructure, hardware and software issues.
6. Be endowed with excellent written and oral communication skills.
7. Must be able to work in a team –based multi-cultural environment.

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