

**TERMS OF REFERENCE FOR THE NATIONAL ECOWAS VOLUNTEER POST OF
POLITICAL ASSISTANT
September 2026**

I. Position Information

Job Title: Political Assistant

Duty Station: Freetown, Republic of Sierra Leone

Category: National ECOWAS Volunteer

Type of Contract: ECOWAS Volunteers Programme. Non-Family Position

Expected start date: 1st November 2026

Duration: One (01) year, with possibility for renewal (depending on budget availability and satisfactory performance)

Deadline for Application: 2nd October 2026

II. Preamble

The Economic Community of West African States (ECOWAS) was founded by the Treaty of Lagos, in May 1975 as a regional group of fifteen countries: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo. Burkina Faso, Mali and Niger withdrew their membership of the Community in 2025. The aim of the Community is to promote co-operation and integration, leading to the establishment of an economic union in West Africa in order to raise the living standards of its peoples, and to maintain and enhance economic stability, foster relations-among Member States and contribute to the progress and development of the African continent.

Through its departments and various agencies, ECOWAS is implementing critical and strategic programmes that will deepen cohesion and progressively eliminate identified barriers to full integration. In this way, the citizens of the community can ultimately take ownership for the realization of the new vision of moving from an ECOWAS of States to an “ECOWAS of the People: Peace and Prosperity for All” by 2050.

Toward the achievement of this vision, the ECOWAS Youth and Sports Development Centre (EYSDC), which was created by the Decision A/DEC.13/01/05 of 19th January 2005 at Accra, Ghana as a specialized Agency, is implementing policies, activities and strategic action plans, as well as the ECOWAS vision in the areas of youth and sports, including the ECOWAS Volunteers Programme (EVP) under the Human Development and Social Affairs Department of the ECOWAS Commission. Originally

based in Ouagadougou (Burkina Faso), the EYSDC was relocated to Monrovia, Liberia following the withdrawal of Burkina Faso from ECOWESS in 2025.

III. Organizational Framework of the Mission

Since its official launch in Monrovia, Liberia on 26 March 2010, the ECOWAS Volunteers Programme (EVP) has devoted time, resources, and expertise to promoting regional unity, peace, and development through volunteerism. The ECOWAS volunteers, young male and female Community citizens, have kept faith with the ECOWAS vision of a community of people supporting people, and demonstrated their collective conviction that peacebuilding and reconciliation can be useful development tools for establishing peace in member States and across West Africa region.

The ECOWAS Volunteers Programme (EVP) is a demand-driven flagship programme of the ECOWAS Commission. It seeks to harness and inject the expertise and professional and personal contributions of mainly young citizens into the process of the implementation of national development agenda of their host countries and communities. And as they do so, they also build and develop their own capacities through contacts with their new professional and social-cultural environments and the lessons derived therefrom.

In support of the work of the ECOWAS Resident Representative Office in Sierra Leone, the ECOWAS Commission intends to recruit a National Volunteer Political Assistant to provide administrative and operational support to the Political Adviser and strengthen the Office's operational capacity to monitor political and governance developments, maintain institutional follow-up, and support timely reporting to the Commission.

The ECOWAS Resident Representative Office in Sierra Leone serves as the ECOWAS Commission's presence in the country and its point of contact with the Government, national institutions, civil society and development partners. Led by the Resident Representative, the Office follows political, governance and security developments; maintains dialogue with stakeholders; supports ECOWAS missions and programmes; and helps advance regional priorities on peace, democratic governance and integration. Its work also includes public engagement to make ECOWAS initiatives better understood and more accessible to communities across Sierra Leone. In practice, the Office connects developments on the ground with the ECOWAS Commission's wider work, while helping national partners carry forward shared commitments.

This recruitment is for the deployment of a National ECOWAS Volunteer to serve as Political Assistant at the ECOWAS Resident Representative Office in Sierra Leone.

IV. Duties and Responsibilities

Under the supervision of the Resident Representative and the day-to-day guidance of the Political Adviser, the ECOWAS National Volunteer Political Assistant would perform the following functions:

- a) Monitor political, electoral, governance, human rights and security developments in Sierra Leone, drawing on credible public and institutional sources;

- b) Support the preparation of daily and weekly updates, situation reports, political briefs, talking points and background notes for the Resident Representative and the Commission;
- c) Conduct desk research and maintain an organised repository of relevant laws, policy documents, communiques, reports and stakeholder positions;
- d) Assist in the preparation and documentation of meetings, including agendas, briefing notes, minutes, meeting reports and follow-up matrices;
- e) Maintain and regularly update stakeholder maps and contact databases covering state institutions, political parties, civil society, youth and women's groups, diplomatic missions and development partners;
- f) Track commitments and recommendations arising from ECOWAS missions, political engagements, electoral reform processes and other relevant mechanisms, and flag matters requiring follow-up;
- g) Support the coordination of consultations, field visits, workshops and other activities undertaken by the Office; and
- h) Carry out other related duties assigned by the Resident Representative or Political Adviser, and the ECOWAS Volunteers Programme Regional office while observing the highest standards of professionalism, neutrality and confidentiality.
- i) Prepare and submit periodic activity and progress reports to the host institution, and the ECOWAS Volunteers Programme (EVP) Regional Office as required.
- j) Respect and uphold the values, principles, rules, and regulations of the ECOWAS Volunteers Programme and the host institution.

V. Required Qualifications and Experience:

Education/Degrees	A Bachelor's degree in political science, International Relations, Peace and Conflict Studies, Public Administration or a related field.
Qualifications/Skills	▪ Strong research, analytical, drafting and interpersonal skills are essential. ▪ Familiarity with the ECOWAS mandate and the political and institutional context of Sierra Leone would be an advantage.
Experience	At least two (02) year of experience in the areas of programme development and coordination, youth leadership, policy analysis, international relations, diplomacy and peace studies, political analysis and research, governance, public policy and electoral processes. Experience in institutional research and reporting or work with youth, women, governmental, regional, international or civil society organizations would be an asset.

	Familiarity with the ECOWAS programmes, mandate, institutions and regional integration processes, as well as the political and institutional context of Sierra Leone, will be an advantage.
Other conditions	Immediately available In good health Full physical mobility, Able to undertake field missions Ability to work under pressure Ability to speak, listen, analyze, and synthesis information Multicultural environment
Software	Microsoft office (Word, Excel, Access, PowerPoint, Outlook) Internet tools
Values	Passion – Motivation – Action
Attitude	Winning mindset, Optimistic, Results-focused, Commitment to volunteerism and Client approach

Additional skills must include:

- Political awareness and sound judgement;
- Strong analytical and research abilities;
- Excellent drafting and report-writing skills;
- Effective communication and interpersonal skills;
- Attention to detail and accuracy;
- Strong organizational and coordination skills;
- Ability to work independently and as part of a team;
- Ability to handle sensitive information with discretion;
- Professionalism and integrity;
- Neutrality and impartiality in political reporting; and
- Ability to work effectively in a multicultural environment.

Knowledge of volunteerism will be an asset.

VI. Language Requirements:

- Perfect command of the English language (written and spoken) is mandatory.
- Knowledge of any other official language of ECOWAS (French or Portuguese) will be considered an asset/advantage.

VII. Composition of Application

Applications must include:

- A signed letter of application/motivation addressed to the Director, EYSDC, Monrovia, Liberia.
- A detailed Curriculum Vitae highlighting specific skills and experiences of the candidate.

Passion. Motivation. Action

- Copies of certificates, diplomas, and work certificates (originals or certified true copies will be required for sighting before deployment).
- Copy of international passport or National Identity Card indicating age
- A police clearance certificate of less than three months (will be required before assumption of duty).

VIII. Submission of Application

Applications must be submitted no later than 2nd October, via email to the address: politicalassistant@cdjscedao.org (and CC: cdjs@ecowas.int) with the title: ***Application for the Post of Political Assistant*** on the subject line.

To avoid disqualification, applicants are required to:

- Submit their application via email with this subject title,
- Group all their documents into one (1) single PDF document, not to exceed 5MB.
- Meet the deadline mentioned above.

IX. Conditions of Service

An initial contract for 12 months will be offered with a monthly Basic Volunteer Allowance of 247.5 USD or its equivalent in local currency. Other allowances as provided for in the Conditions of Service of ECOWAS Volunteers will also be paid.

Other conditions of service as stipulated in the EVP Management and Administration Procedures Manual and Handbook of Conditions of Service shall apply.

X. Other Conditions

The position is open to ONLY nationals of Sierra Leone aged not more than 35 years by the date of recruitment.

This position is considered a non-family National ECOWAS Volunteer position.

ECOWAS is committed to promoting gender equality and equity. To this end, female candidates are strongly encouraged.

ECOWAS reserves the right to terminate the recruitment process without notice.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.