

## RECRUITMENT NOTICE

Our client, the **WAPP/North Core Project**, is a sub-regional electricity interconnection project established through the collaboration of the Governments of Nigeria, Niger, Benin, Togo and Burkina Faso. The project is spearheaded by the West African Power Pool (WAPP) within the framework of its objectives to develop a sustainable regional electricity supply system in order to promote the economic growth of the ECOWAS sub region.

The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin. As a social mitigation measure, the project also envisages the electrification of 294 rural communities located within a 5 km radius on both sides of the line, as well as the implementation of other environmental and social mitigation measures.

The project is being financed by the Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

A **Project Management Unit (PMU)** has been established in Abuja, Nigeria, as part of the project's institutional framework to, among others, assist in the preparation and physical implementation of the North Core project.

Blueprint Consult Company Limited, on behalf of the WAPP/North Core Project, is recruiting to fill the following vacancies at the Project Management Unit (PMU):

- |   |                                 |
|---|---------------------------------|
| 1. Internal Auditor                               | 6. Bilingual Team Assistant (2) |
| 2. Administrative, Protocol and Logistics Officer | 7. Civil Engineer               |
| 3. IT Officer                                     | 8. Substations Engineer         |
| 4. Communications Officer                         | 9. Transmission Line Engineer   |
| 5. Executive Bilingual Secretary                  | 10. SCADA Engineer              |

Blueprint Consult now invites qualified candidates to submit their applications for consideration. Candidates will be selected in accordance with the Guidelines for the Selection of Individual Consultants set out in the World Bank Procurement Regulations for IPF Borrowers (July 2016, revised in November 2017 and August 2018).

---

### 1. INTERNAL AUDITOR

#### Job Summary:

Support the Project Director in providing an independent evaluation of the activities of the Project and its related entities. S/he will centrally coordinate all audit and compliance activities at the Project Head Office and at Field Offices and ensure strict adherence to the WAPP, World Bank and AfDB's internal policies and procedures, regulatory and statutory requirements among others.

#### Minimum Qualifications & Experience:

- Master's degree or equivalent in Finance, Accounting or related field with a minimum

- of eight (8) years of progressively responsible professional experience.
- At least five years of this experience should have been in an audit role in a donor funded project, the public sector or any of the big four accounting firms;
- Professional certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), DSCG, DESCOGEFF, or equivalent qualification is mandatory.

---

## 2. ADMINISTRATIVE, PROTOCOL AND LOGISTICS OFFICER

### Job Summary

Oversee the administrative, human resources and protocol functions of the PMU, ensuring that policies are in place and implemented to guarantee the efficient management of the PMU. S/he will manage all project assets and ensure timely payment of PMU's financial obligations with respect to utility, logistics and supplies, insurance and maintenance among others. The jobholder will also be responsible for organizing meetings, travel arrangements for the team and other officials, official ceremonies, training and development activities.

### Minimum Qualifications & Experience:

- Master's degree or equivalent in Business or Public Administration, Human Resources, Law or any business-related degree;
- Hands-on experience in people management, preparation of budgets and performance reports;
- A minimum of five (5) years of progressively responsible professional experience in administration, human resources management or related field;
- At least three (3) years of experience must have been acquired in a donor-funded project environment.

---

## 3. IT OFFICER

### Job Summary

Provide customer centric support to the Project Management Unit (PMU) and be responsible for the implementation and daily management of all IT processes and systems, developing standard documentation and methodologies for an easy-to-manage infrastructure, fit for purpose. Work with PMU Management to determine business and information requirements, specify IT priority, establish capacity and acquisition parameters, and draft ICT specifications; provide technical advice and support to system users at Headquarters and as well as Field offices across the North Core countries.

### Minimum Qualifications & Experience:

- Bachelor's Degree in Computer Science, Computer Engineering, Information Technology or related field;
- Internationally recognized IT Professional certification ie. Cisco Certified Network Associate (CCNA), Network+, Apple Certified Associate (ACA) or other relevant certification
- At least five (5) years of professional experience in a similar role;
- Experience in performing incident management with a platform and familiar



with Service level Agreements (SLA) is an advantage.

---

#### 4. COMMUNICATIONS OFFICER

##### Job Summary

Perform broad-based tasks associated with executing the communication function and providing support, primarily to the Project Management Unit. Provide specific guidance to all communication-related activities, establishing and maintaining standards across the WAPP North Core Project. Take the lead responsibility for liaison with the media, and manage relationships across all stakeholders at the state, national and regional levels. Be responsible for producing periodic information on the project to be sent to all interested stakeholders, under the guidance of the Project Director and with the contribution of the entire team. Ensure comprehensive communication of the project to ensure that it receives adequate visibility throughout the project area and within the WAPP community, using various media including print, internet and broadcast media.

##### Minimum Qualifications & Experience:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Master's degree or equivalent in Communication, Journalism, International Relations, Public Administration or related field with a minimum of four (4) years of progressively responsible professional experience.</li></ul> | <ul style="list-style-type: none"><li>• Bachelor's degree or equivalent in Communication, Journalism, International Relations, Public Administration or related field with a minimum of eight (8) years of progressively responsible professional experience</li><li>• Experience in media campaigns is required.</li><li>• Work experience at the regional or international level, preferably with donor funded projects is desirable</li></ul> |
|--|--|
- OR
- 

#### 5. EXECUTIVE BILINGUAL SECRETARY

##### Job Summary

Provide executive and administrative support to the Project Director. Serve as the primary point of contact to the Director, manage his official schedule and travel itinerary, identify and address the official support needs of the Project Director to ensure smooth workflow of the Director's office.

##### Minimum Qualifications & Experience:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Master's degree or equivalent in Public Administration, Public or International Relations, Humanities, Communication, or any business-related degree with a minimum of five (5) years' work experience in a similar role;</li></ul> | <ul style="list-style-type: none"><li>• Recognized certification in Translation or strong proven experience in working with both English and French in a bilingual environment;</li><li>• Proven experience in providing support for upper-level management;</li></ul> |
|---|--|

- Work experience in an international donor funded project environment is an advantage.
- 

## 6. BILINGUAL TEAM ASSISTANT

### Job Summary

Carry out a broad range of administrative tasks in both English and French to ensure the smooth administration and operations of the activities of the Project Management Office in Abuja. Provide support to the Project departments.

### Minimum Qualifications & Experience:

- Bachelor's degree in Bilingual Secretarial Studies, Administration or related field with a minimum of three (3) years of work experience as a Bilingual Assistant (English and French);
  - Administration or related field with at least five (5) years of work experience as a Bilingual Assistant (English and French);
  - Recognized certification in translation or strong proven experience in working within a bilingual (English/French) environment;
  - Work experience in a donor-funded environment would be an asset
- OR
- Higher National Diploma (HND) or equivalent in Bilingual Secretarial Studies,
- 

## 7. CIVIL ENGINEER

### Job Summary

Work closely with the Owner's Engineer and local PMUs to monitor and ensure the effective execution of works for the construction of high voltage Lines and Substations included in the project. Assist the Senior Technical Coordinator to monitor the engineering plans, schedules and reporting on progress of **civil works** of transmission lines and substations.

### Minimum Qualifications & Experience:

- University Degree in Civil Engineering with at least 5 years' experience in design and construction of civil works and structures
  - Familiarity with and experience in working with various types of engineering materials;
  - Experience in high voltage substations construction or Transmission lines will be an advantage;
- 

## 8. SUBSTATION ENGINEER

### Job Summary

Work closely with the Owner's Engineer and local PMUs to monitor and ensure the effective execution of works for the construction of Substations included in the project. Assist the Senior Technical Coordinator to monitor the engineering, planning, schedules and reporting on progress of **Substation construction and expansion works**.

#### Minimum Qualifications & Experience:

- University Degree in Electrical Engineering;
  - At least five (5) years of proven experience in HV substation maintenance, design or construction, or experience in two (2) high voltage substations construction projects (132 kV and above);
  - Certification in Substation Protection and Automation systems
  - Regional experience in working with multi-disciplinary teams and project stakeholders is desirable.
- 

### 9. TRANSMISSION LINE ENGINEER

#### Job Summary

Work closely with the Owner's Engineer and local PMUs to monitor and ensure the effective execution of works for the construction of High Voltage transmission lines included in the project. Assist the Senior Technical Coordinator to monitor the engineering, planning, schedules, invoices and reporting on progress of **High Voltage Transmission Line construction works**.

#### Minimum Qualifications & Experience:

- University degree in Electrical or Mechanical Engineering (or related field);
  - At least 5 years of proven experience in HV (132 kV and above) transmission line design, construction or maintenance or experience
  - in two (2) HV transmission line construction projects of 132 kV and above;
  - Regional experience in working with multi-disciplinary teams and project stakeholders is desirable.
- 

### 10. SCADA ENGINEER

#### Job Summary

Work closely with the Owner's Engineer and local PMUs to monitor and ensure the effective execution of works for the installation of Substations Control and Monitoring Systems (SCMS) included in the project. Assist the Senior Technical Coordinator to monitor the engineering, planning, schedules and reporting on progress of **SCADA systems works in substations**

#### Minimum Qualifications & Experience:

- University Degree in Electrical, IT or Telecommunications Engineering or related field;
- At least 5 years work experience in the implementation (design, installation, maintenance) of high voltage substation or industrial field SCADA and telecommunication systems;
- Certificate in SCADA systems from a reputable manufacturer;
- Regional experience in working with multi-disciplinary teams and project stakeholders is desirable.



#### FURTHER INFORMATION:

- All ten (10) positions are on a full-time basis, envisaged for a duration of approximately 36 months with a six (6) month probation period. Successful candidates will be stationed at the PMU Head Office in Abuja, Nigeria.
- A key requirement for most positions is fluency in French and/or English with a good working knowledge of the second language and ability to use relevant computer software (MS Word, Excel, PowerPoint) as well as the internet.

#### HOW TO APPLY:

- Interested applicants are **strongly advised** to refer to the Terms of Reference (ToR) for the advertised positions prior to sending their applications **online**. These can be obtained at [www.blueprintconsultgh.com/.....](http://www.blueprintconsultgh.com/.....); or [www.ecowapp.org/.....](http://www.ecowapp.org/.....). Applications should respond to the requirements of the ToRs.
- To apply, please visit <http://blueprintconsultgh.com/news-updates/> to view Terms of Reference for each position, download application form, complete the form and click on 'Job Openings' on the [www.blueprintconsultgh.com](http://www.blueprintconsultgh.com) website or go to <https://www.careers-page.com/blueprint-consult>. Click on the position you wish to apply for, fill in relevant information required and upload the completed application form and your cover letter.
- **Deadline for receipt of applications is 18:00 GMT May 15<sup>th</sup>, 2020.**
- For further enquiries kindly send emails to [info@blueprintconsultgh.com](mailto:info@blueprintconsultgh.com) or call +233 302 963401