Programme des Volontaires
Volunteers Programme

Passion. Motivation. Action

TERMS OF REFERENCE FOR THE INTERNATIONAL ECOWAS VOLUNTEER POST OF FRENCH TEACHER
July 2026

I. Position Information

Job Title: **French Teacher**

Number of positions: Two (02)

Duty Station: Republic of Sierra Leone

Category: International ECOWAS Volunteer

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

Expected start date: 1st September 2026

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

Deadline for Application: 21st July 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 withdraw 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 ECOWAS 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.

Under agreement between the ECOWAS Youth and Sports Development Centre (EYSDC), and the Government of Sierra Leone, the ECOWAS Commission intends to recruit International Volunteer French Teachers in order to assist in the implementation of the Ministry of Basic and Senior Secondary Education mandate.

IV. Duties and Responsibilities

Under the supervision of the ECOWAS Volunteers Programme Country Office in Sierra Leone and in conjunction with the Ministry of Basic and Senior Secondary Education (MBSSE), the ECOWAS International Volunteer French Teacher will:

a) Teach French Language to students in accordance with the approved national curriculum and educational standards of Sierra Leone.
b) Prepare and deliver comprehensive lesson plans, schemes of work, classroom activities, and assessments that promote the acquisition of French language skills in speaking, listening, reading, and writing.
c) Develop and implement learner-centred teaching methodologies that encourage active participation and effective language learning.
d) Foster students' communication skills and confidence in the use of French through interactive lessons, role plays, discussions, presentations, and language immersion activities.
e) Assess, evaluate, and monitor students' academic progress through assignments, oral presentations, projects, tests, examinations, and continuous assessment methods.
f) Provide academic guidance, mentoring, and remedial support to students to improve their proficiency and performance in French.

g) Utilize appropriate teaching aids, digital resources, audio-visual materials, and language-learning technologies to enhance instruction.
h) Promote an appreciation of Francophone cultures, traditions, and values, while encouraging intercultural understanding and regional integration within the ECOWAS community.
i) Maintain accurate records of student attendance, academic performance, and assessment results.
j) Collaborate with fellow teachers, school administrators, and education authorities to improve the quality of French language education.
k) Participate in curriculum implementation, school development programmes, and extracurricular activities related to language learning and cultural exchange.
l) Promote gender equality, inclusion, and equal participation of all students in language-learning activities.
m) Organize and support French clubs, language competitions, debates, cultural events, and other activities that encourage practical use of the French language.
n) Prepare and submit periodic activity and progress reports to the host institution, the Ministry of Basic and Senior Secondary Education, and the ECOWAS Volunteers Programme (EVP) Country Office as required.
o) Respect and uphold the values, principles, rules, and regulations of the ECOWAS Volunteers Programme (EVP), the host institution, and the Government of Sierra Leone.
p) Perform any other duties related to science education and youth development as may be assigned by the host institution, MBSSE, the ECOWAS National Office or the EVP Country office.

V. Required Qualifications and Experience:

Education/Degrees	A Bachelor's degree in French, French Education, Modern Languages, Linguistics, Translation Studies, or a related field from a recognized institution. A Master's degree will be an added advantage.
Qualifications/Skills	▪ A recognized teaching qualification and/or professional teaching certification. ▪ Demonstrated proficiency in written and spoken French; knowledge of English will be an added advantage. ▪ Knowledge of modern language teaching methodologies and learner-centred instructional approaches. ▪ Ability to prepare lesson plans, assessments, and educational reports. ▪ Good report writing, problem-solving and teamwork skills. ▪ Ability to work with little supervision; ▪ Strong communication, interpersonal, and classroom management skills ▪ The ability to work effectively in a multicultural environment and adapt to local conditions. ▪ Knowledge on ECOWAS countries' socio-economic situation, cultural dimensions and political structure; ▪ Knowledge of the ECOWAS Volunteers Programme is an advantage;

Experience	At least two (2) years of relevant teaching experience in French language instruction at primary, junior secondary, or secondary school level.
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:

- Ability to live and work in remote places.
- Computer literate (MS-Office/ Internet),
- High degree of personal initiative
- Research experience is an asset;
- Ability to work with little supervision;
- Knowledge of the ECOWAS Volunteers Programme is an advantage;
- Commitment to community service, youth development, and regional integration within the ECOWAS region.

Knowledge of volunteerism will be an asset.

VI. Language Requirements:

- Perfect command of the French language (written and spoken) is mandatory.
- Knowledge of any other official language of ECOWAS (English 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.
- Copies of certificates, diplomas, and work certificates (originals or certified true copies will be required for sighting before recruitment).
- Copy of international passport or National Identity Card

- 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 21st July, via email to the address: french.teacher@cdjscedeao.org (and **CC:** cdjs@ecowas.int) with the title: ***Application for the Post of French Teacher*** on the subject line.

To avoid disqualification, all the applicants are required to:

- Submit their application via email with the subject line mentioned above,
- 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 412.5 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 citizens of all ECOWAS Member States aged not more than 35 years by the date of recruitment.

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

International ECOWAS Volunteers generally, cannot serve in their own country of origin.

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.