



INTER-GOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)

GIABA SECRETARIAT

VACANCY ANNOUNCEMENT NUMBER: GAB-02-10

DEADLINE FOR APPLICATIONS: 19 August 2010

GIABA's Core Values: Integrity, Professionalism, Teamwork, Respect for Diversity, Transparency and Accountability.

BACKGROUND

The Inter-Governmental Action Group against Money Laundering in West Africa (GIABA), located in Dakar, Senegal, is a specialized institution of the Economic Community of West African States (ECOWAS). GIABA is also a Financial Action Task Force (FATF) Style Regional Body (FSRB), committed to the implementation of the FATF 40+9 Recommendations on Money Laundering and Terrorist Financing. The objectives of GIABA include to: (i) Protect the national economies and the financial and banking systems of Member States against abuse, and the laundering of proceeds of crime and the financing of terrorism ; (ii) Improve measures and intensify efforts to combat money laundering and terrorist financing in West Africa; and (iii) Strengthen co-operation amongst its members. GIABA is also mandated to coordinate Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) technical assistance to member States of ECOWAS. Thus, its core functions include support to member States to enact and upgrade legislation against money laundering and terrorist financing; undertake mutual evaluations of its members based on the FATF Methodology to determine their level of compliance with acceptable international standards; undertake typologies of money laundering and financing of terrorism; support the establishment and maintenance of Financial Intelligence Units (FIUs); promote strategic partnership with civil society organizations; and promote and deepen regional and international cooperation. In this connection, GIABA is seeking suitably qualified candidates to fill the following positions:

Director of Programmes and Projects - D1:

Under the overall supervision of the Director General, and with guidance from the Deputy Director General, the Director of Programmes and Projects will be responsible for the planning, supervision, implementation, monitoring and coordination of the Programme and Projects management function of the Secretariat through effective management of technical assistance to Member States, coordination of the implementation of mandatory projects and programmes.

PROFILE

- Master degree in criminology, law, public policy, and the social sciences. At least 12

Principal Programmes and Projects Officer - P5:

Under the direct supervision of the Director of Programmes and Projects, the incumbent will be responsible for the effective implementation of projects and programmes.

PROFILE

- Advanced university degree in criminology, law, public policy, and the social sciences. At least 10 years of professional experience, including 2 years supervisory experience in a permanent or acting position.
- Knowledge of or familiarity with measures against economic and financial crimes, including money laundering, and financing of terrorism.

years of practical experience including 6 years relevant international experience 5 years of which should be at the supervisory level.

- Knowledge of or familiarity with measures against economic and financial crimes, including money laundering and financing of terrorism. Law enforcement experience would be an advantage.
- Minimum of ten years of progressively responsible working experience in project management and development cooperation in an international organization within a capacity building and training perspective.
- Good social and communication experience in working effectively with government officials as well as multi- and bilateral agencies.
- Working experience in the public sector would be an asset.
- Proven team work experience and decision-making skills that produced needed results, including selective use of innovations to deal with challenges and opportunities.
- Proven ability to advise on and effectively manage high profile and sensitive project implementation challenges, ability to develop and manage capacity building platforms, in-depth knowledge of political and economic trends, local conditions and developments.
- Ability to build effective partnership networks.
- Excellent writing and oral communication skills; ability to prepare and present information in a concise, accurate and persuasive manner; ability to defend and explain difficult issues with respect to key decisions and positions of projects to various stakeholders, including government officials.
- Effective interpersonal skills; demonstrated ability to work in a complex multicultural, multi-ethnic environment and to maintain effective work relations with people of different national and cultural backgrounds; sensitivity to and respect for diversity.
- Demonstrated understanding of the normal practices, cultures, socio-economic circumstances and national issues within the region, including ECOWAS integration policy.
- Excellent Computer Skills

- Good social and communication experience in working effectively with government officials as well as multi- and bilateral agencies.
- Working experience in the public sector would be an asset.
- Proven team work experience and decision-making skills that produced needed results, including selective use of innovations to deal with challenges and opportunities.
- Proven ability to advise on and effectively manage high profile and sensitive project implementation challenges, ability to develop and manage capacity building platforms, in-depth knowledge of political trends, public attitudes, local conditions and developments.
- Ability to build effective partnership networks.
- Excellent writing and oral communication skills; ability to prepare and present information in a concise, accurate and persuasive manner; ability to defend and explain difficult issues with respect to key decisions and positions of projects to various stakeholders, including government officials.
- Effective interpersonal skills; demonstrated ability to work in a complex multicultural, multi-ethnic environment and to maintain effective work relations with people of different national and cultural backgrounds; sensitivity to and respect for diversity.
- Demonstrated understanding of the normal practices, cultures, socio-economic circumstances and national issues within the region, including ECOWAS integration policy.
- Excellent computer skills.

Director of Research, Monitoring and Evaluation - D1:

Under the overall supervision and direction of the Director General and with guidance from the Deputy Director General, the incumbent will be responsible for the planning, supervision, monitoring and coordination of the Research, Monitoring and Evaluation functions of the Secretariat, ensuring that the appropriate quality Research is undertaken prior to the elaboration, formulation and implementation of GIABA programmes; that all tasks being implemented are effectively supervised and monitored; and that evaluation of input and results is carried out periodically to ensure quality control.

PROFILE

- Master's degree in criminology, law, programme management or the Social Sciences. At least 12 years of practical experience including 6 years relevant international experience and 5 years at the supervisory level.
- Excellent knowledge of Monitoring and Evaluation techniques.
- Excellent knowledge of Research Institutions, data collection techniques, analysis and interpretation of data, and production of quality preparatory documentation.
- Extensive and outstanding working experience in project monitoring and evaluation in an international organization within a capacity building and training perspective.
- Track record of research and publications, especially on criminal justice, crime prevention/control, anti-corruption, money laundering and good governance.
- Proven ability to plan and organize work, requiring an in-depth understanding of the strategic direction of GIABA as an FSRB as well as an ECOWAS Institution.
- Demonstrated ability to work in a complex, multicultural, multi-ethnic environment and maintain efficient working relationships with people of different nationality and culture.
- Demonstrated ability to establish priorities, make timely decisions and to plan, coordinate and monitor the work of others.
- Ability to build trust within and outside the organization by motivating staff, promoting

Principal Research Monitoring and Evaluation Officer - P5:

Under the direct supervision of the Director of Research, Monitoring and Evaluation, the incumbent will be responsible for implementing research, monitoring and evaluation procedures and activities.

PROFILE

- Advanced University degree in criminology, law, programme management or the Social Sciences. At least 10 years of professional experience including 2 years supervisory experience in a permanent or acting capacity.
- Good knowledge of Monitoring and Evaluation techniques.
- Good knowledge of Research Institutions, data collection techniques, analysis and interpretation of data, and production of quality preparatory documentation.
- Demonstrated ability to work in a complex, multicultural, multi-ethnic environment and maintain efficient working relationships with people of different nationalities and culture.
- Demonstrated ability to establish priorities, make timely decisions and to plan, coordinate and monitor the work of others.
- Good knowledge of the mandate and strategic direction of GIABA and the overall ECOWAS regional integration vision and mission
- Sensitivity to and respect for diversity; ability to be recognized and respected by peers, clients and staff.
- Track record of research and publications in the relevant areas of criminal justice, compliance issues, risk management and the social sciences.
- A good knowledge and practical use of computer systems mainly in research and analysis are necessary.

<p>good performance and developing a reputation for honesty, transparency and accountability.</p> <ul style="list-style-type: none"> • Sensitivity to and respect for diversity; ability to be recognized and respected by peers, clients and staff. • A good knowledge and practical use of computer systems mainly in research and analysis are necessary. 	
<p><u>Director of Administration and Finance - D1:</u> Under the overall supervision and direction of the Director General and with guidance from the Deputy Director General, the incumbent will be responsible for planning, supervision, monitoring and coordination of the Human Resources, General Administration, Finance, Conferencing and Protocol functions of the Secretariat.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • Master's degree in financial, Human Resources, Administration and/or Management. At least 12 years of practical experience including 6 years relevant international experience and 5 years at the supervisory level; • Extensive and outstanding working experience in administrative and financial functions in an international organization. • Good knowledge of the objectives, vision, mission, and rules of the ECOWAS, in particular, financial management and staff regulations. • Proven ability to plan and organize work, requiring an in-depth understanding of the strategic direction of GIABA as a FATF Style Regional Body (FSRB) as well as an ECOWAS Institution. • Demonstrated ability to work in a complex, multicultural, multi-ethnic environment and maintain efficient working relationships with people of different nationalities and cultures. • Demonstrated ability to establish priorities, make timely decisions and to plan, coordinate and monitor the work of others. • Ability to build trust within and outside the organization by motivating staff, promoting good performance and developing a reputation for honesty, transparency and accountability. • Sensitivity to and respect for diversity; ability to be recognized and respected by peers, clients and staff; commitment to 	<p><u>Principal Administration and Finance Officer - P5:</u> Under the direct supervision of the Director of Administration and Finance, the incumbent will be responsible for implementing Management decisions, particularly in Administrative and Financial matters.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • Advanced University degree in financial and/or administrative management with a professional experience of at least ten (10) years, including 2 years supervisory experience in a permanent or acting capacity. • Proven ability to plan and organize work, • Demonstrated ability to work in a complex, multicultural, multi-ethnic environment and maintain efficient working relationships with people of different nationalities and cultures. • Demonstrated ability to establish priorities, make timely decisions and to plan, coordinate and monitor the work of others. • Good knowledge of ECOWAS administrative and financial regulations. • Sensitivity to and respect for diversity; • Observable sense of justice and self- control in the face of any challenge. • A good knowledge and practical use of computer systems mainly in accounting are necessary.

<p>achieving gender balance in staffing.</p> <ul style="list-style-type: none"> • Observable sense of justice and self- control in the face of any challenge. <p>A good knowledge and practical use of computer systems mainly in accounting are necessary.</p>	
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<p><u>Interpreter - P5:</u> Under the direct supervision of the Director of Administration and Finance and the coordination of the Head of Conferencing Unit, the incumbent will provide language interpretation services mainly from French into English during GIABA meetings. S/he will also coordinate the recruitment and posting of external interpreters to GIABA activities.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • University degree in English/French Language and recognized/accredited Interpretation Institute diploma or certificate. • 10 years work experience in interpretation services from French to English or vice versa preferably in an inter-governmental or international organization. 	<p><u>Translator French to English - P4:</u> Under the direct supervision of the Director of Administration and Finance and the coordination of the Head of Conferencing Unit, the incumbent will provide language translation services mainly from French into English for GIABA activities.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • University degree in English/French Language and well known Translation Institute diploma or certificate. • 7 years work experience in translation services from French to English or vice versa preferably in an intergovernmental or international organization. • Excellent computer and speedwriting skills
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<p><u>Information Officers (2) - P4:</u> Location: Abidjan (1) and Lagos (1) Under the supervision of the Director of Programmes and Projects and coordination of the Communication and Advocacy Officer in the Secretariat, the incumbent is to head the Information Centre and is responsible for developing active communication and advocacy activities relevant to effective implementation of AML/CFT measures and good governance principles in West Africa.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • Advanced university degree in Journalism, Communication Arts, International Relations, Social Science or any other related field; • Minimum of 7 years proven experience in Communication and Advocacy at the international level. or a minimum of eight (8) years at the national level. • Excellent knowledge and good exposure to a range of media, public relations and advocacy issues; • Adaptability, innovation, and ability to 	<p><u>Legal Expert - P4:</u> Under the direct supervision of the Director of Programmes and Projects, the Legal Expert shall among other things, review legislation and recommend appropriate improvements or new legislation required in all Member States; Coordinate and participate fully in mutual evaluations; Coordinate, manage and support the Working Group on Mutual Evaluation; Examine, analyse and provide legal opinion on documents as directed; and Contribute to the production of reports on programme performance or on programmatic/substantive issues, ensuring good quality: accuracy, consistency, comprehensiveness and completeness.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • University degree in Law, Political Science, Criminology • 7 years work experience preferably in an international organization • Knowledge of or familiarity with economic and financial crimes, including money laundering, financing of terrorism and law enforcement, would be an advantage. • Good social and communication experience in
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<p>create network and strategically promote organizational goals and values</p> <ul style="list-style-type: none"> • Ability to undertake analysis of the political, social and economic environment; • Aptitude to plan, promote and set priorities of training topics; • Excellent writing and communication skills. • Listening and training skills; • Excellent knowledge of either French, English or Portuguese and a working knowledge of a second language; • Excellent computer skills; • Ability to work in a team and respect for diversity. 	<p>working effectively with government officials as well as multi- and bilateral agencies.</p> <ul style="list-style-type: none"> • Proven ability to plan and organize work, review and edit the work of others, produce reports and papers on technical issues in concise, clear, objective and professional format; • Posses good interpersonal skills, good judgement and decision making skills; • Demonstrated ability to work in a multi-cultural environment, respect for diversity, build trust amongst staff and maintain effective relationships with development partners, stakeholders and the civil society; • Good knowledge of the international instruments, standards and good practice, including the 40+9 Recommendations of the FATF and the mandate of GIABA; • Good knowledge of the ECOWAS legal texts and ability to advise management on compliance with such texts. • Good negotiation skills and ability to present issues to Member States in concise and practical manner that would eventually transfer ownership of programmes to the States.
<p><u>Research Assistant - G7:</u> Under the general supervision of the Director of Research and Monitoring and guidance of the Research, Evaluation and Documentation Officer, the incumbent initiates treatment tasks and provides administrative assistance in all activities associated with research, evaluation and documentation of the programme.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • University degree in Project/Programme Design and Management, Development Studies, Law or any of the Social Sciences. • Minimum of 10 consecutive years proven experience in technical cooperation. • Sound knowledge of AML/CFT; • Excellent knowledge of either French English or Portuguese. A working knowledge of a second language would be added advanatage; • Good decision-making ability; • Ability to prepare reports and synthesis statements; • Ability to conduct analysis and synthesise; • Ability to work under pressure; • Adaptability; • Ability to work in a team; 	<p><u>Communication Assistants (4) - G5:</u> <u>Location</u> Dakar (1), Abidjan (1) and Lagos (2) Under the supervision of the Communication and Advocacy Officer, the incumbent is responsible for providing information on activities of the Institution to all levels of the public, maintaining a general reference collection and data files in the entity and developing and gathering materials for distribution to the public.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • First university degree in Journalism, communication and any of the social sciences. • A minimum of 6 years proven experience in an international organization. • Sound general knowledge of the media; • Ability to analyse and synthesise information and communication issues in concise manner; • Experience in media reporting would be an asset. • Ability to write clearly and reach out to target audiences. • Excellent report writing and oral communication skills; • Excellent knowledge of either French, English or Portuguese. A working knowledge of a second language would be added advantage; • Ability to work under pressure; • Adaptability and creativity;

<ul style="list-style-type: none"> • Relational and communication skills; • A good knowledge and practical use of computer systems mainly in research and analysis are necessary. • Self-control 	<ul style="list-style-type: none"> • Excellent computer skills; • Good inter-personal skills.
<p><u>Drivers (2) - G1:</u> Location: Abidjan (1) and Lagos (1)</p> <p>The mission of the driver is to ensure the mobility of staff in the exercise of their functions and welcome and transfer hosts of management by ensuring the transportation and optimum movement of staff, VIPs and goods of management.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • A minimum of secondary school certificate ; • Valid driving licence • A minimum of 2 years proven driving experience in an international organization or a diplomatic mission. • In-depth understanding of the local traffic regulations; • Ability to speak French and/or English. 	<p><u>Office Assistants (2) - G1/G2:</u></p> <p>Under the overall supervision of the Administration Officer and the coordination of the Administrative Assistant, the incumbent shall execute administrative and routine tasks relating to mail and inventory management, filing, photocopy and data recording and act for the receptionist in her/his absence.</p> <p><u>PROFILE</u></p> <ul style="list-style-type: none"> • Minimum end of secondary school certificate • Minimum of 2 years work experience preferably in an international organization • Good computer skills.

GENERAL INFORMATION:

Except for positions in the Information Centres (Abidjan and Lagos), the duty station for all other posts is Dakar, Senegal. The selection criteria will be based strictly on the ECOWAS scheme of service; and whilst efforts would be made to ensure geographical and gender balance, merit and transparency will not be compromised. Nevertheless, women are particularly encouraged to apply. Service in GIABA is guided by the ECOWAS Rules and Regulations. Thus, all posts have attractive remuneration and conditions of service.

All applicants must be citizens of ECOWAS Member States. Whilst proficiency in one of the Community Languages (English, French and Portuguese) is the basic requirement, a working knowledge of a second community language would be added advantage. A minimum ICT knowledge is required for eligibility to all posts. Candidates above the age of fifty (50) years are not eligible for recruitment. Interested candidates are requested to submit their written applications addressed to the Director General, Inter-Governmental Action Group against Money Laundering in West Africa (GIABA), Immeuble A, 1er étage Av. Cheikh Anta DIOP X Canal IV, Complexe SICAP, Point E, BP 32400, Ponty-Dakar, Senegal (Please indicate clearly the position for which you are applying). Preferably, applicants should send their applications by email to recruitment@giaba.org not later than August 19, 2010. Only shortlisted candidates will be contacted.