# JOB PROFILE

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>SENIOR FINANCIAL INSTITUTIONS OFFICER</th>
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</thead>
<tbody>
<tr>
<td>INSTITUTION</td>
<td>GIABA</td>
</tr>
<tr>
<td>GRADE</td>
<td>P3/P4</td>
</tr>
<tr>
<td>ANNUAL SALARY</td>
<td>UA 43,414.62 ($68,499.59) /UA 50,354.45 ($79,449.26)</td>
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<tr>
<td>DIRECTORATE</td>
<td>EVALUATION AND COMPLIANCE DIRECTORATE</td>
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<tr>
<td>DIVISION</td>
<td>FINANCIAL AND NON-FINANCIAL INSTITUTIONS</td>
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<tr>
<td>LINE SUPERVISOR</td>
<td>PRINCIPAL OFFICER, FINANCIAL AND NON-FINANCIAL INSTITUTIONS</td>
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<tr>
<td>SUPERVISION</td>
<td>FINANCIAL INSTITUTIONS OFFICER</td>
</tr>
<tr>
<td>DURATION</td>
<td>PERMANENT</td>
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<tr>
<td>DUTY STATION</td>
<td>DAKAR, SENEGAL</td>
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## ROLE OVERVIEW

Under the supervision of the Principal Officer, Financial Institutions and Non-Financial Entities, the Financial Institutions Officer shall be responsible for the following functions.

## ROLE AND RESPONSIBILITIES

- Supervise the Financial Institutions Unit
- Participate fully in GIABA mutual evaluation exercises and draft reports on sections of mutual evaluation reports (MERs) covering relevant FATF Recommendations and Immediate Outcomes
- Participate in GIABA Assessors’ training; pre-assessment training; training on FATF Standards and Methodologies organized for Member States
- Analyze Member States' Follow-up reports
- Ensure the identification, design and implementation of capacity building activities in the financial sector
- Organize capacity building activities on financial sector development for relevant stakeholders in Member States
- Provide inputs to the development and review of Member States' AML/CFT operational framework at national, supranational and regional levels
- Provide inputs to the revision of FATF Standards; Methodology; Guidance and best practice documents; Universal ME Procedures; GIABA ME Process and Procedures and other instruments designed to improve Member States' AML/CFT compliance
- Provide inputs to the production of draft reports for GIABA statutory meetings (TC/Plenary; GMC and any other fora)
- Provide inputs to GIABA Annual Reports and Strategic Plans; Annual Work Plan or any other relevant document published by GIABA and/or members of the Global AML/CFT network
- Provide support in liaising with GIABA National Focal Points on FIU issues (Forum, EGMONT Group Membership; etc.)
- Provide support in liaising with relevant regulatory and supervisory institutions of Member States in the implementation of GIABA's activities, including the provision of training and other capacity building measures to ensure effective compliance with AML/CFT standards
- Develop a financial sector policy in line with FATF standards;
- Participate in technical assistance needs assessments of Member States in the area of financial sector issues related to AML/CFT compliance
- Perform any other duties that may be assigned to him/her.

## ACADEMIC QUALIFICATIONS AND WORK EXPERIENCE

- A Bachelor’s Degree in Economics, Finance, Statistics, Law, Criminology or other relevant area(s) obtained from a recognized University.
- 5 years working experience with progressive responsibility in AML/CFT and risk monitoring.
- Knowledge of AML/CFT strategic oversight operational framework and FATF standards and instruments used to conduct national risk assessment.
Knowledge and understanding of relevant aspects of Anti-money laundering and Counter Financing of Terrorism (AML/CFT), proceeds of crime, mutual legal assistance in criminal matters and extradition-related legislation.

- Knowledge and understanding of relevant international instruments, including ECOWAS treaties, relevant United Nations Security Council Resolutions and Conventions on money laundering and terrorist financing.
- Ability to foster regional and international contacts and cooperation for ongoing risk monitoring in GIABA Member States and for the effective functioning of a country’s AML/CFT/financial/economic regime.

AGE: The minimum age for recruitment is 24 and the maximum age is 50.

LANGUAGE: Candidates must speak one of the official languages of ECOWAS: English, French or Portuguese. Knowledge of a second official ECOWAS language is an advantage.

KEY ECOWAS COMPETENCIES
- Ability to persuade/influence others to consider a certain point of view, adopt a new idea or implement new methods and practices.
- Ability to lead a team of interns/junior employees and instill a teamwork spirit to engage employees and complete a well-defined set of activities.
- Ability to appropriately respect the chain of command.
- Ability to address emerging challenges with minimal direction and/or recommend and explain solutions or workarounds for approval.
- Ability to use the Code of Ethics to manage self, others, information and resources.
- Ability to coach others and create feedback loops with supervisors, colleagues and subordinates to build strong working relationships and improve performance.
- Provide inputs to the maintenance of organizational unit objectives and performance standards.
- Interpersonal skills with the ability to keep a client informed of progress or setbacks in projects relevant to schedule, quality and quantity.
- Ability to proactively interact with clients and build strong, trusting relationships based on mutual respect and regular discussion.
- Ability to establish and maintain professional credibility with clients or stakeholders in such a way as to anticipate their needs, mitigate problems and carefully balance professional obligations with the need to be sensitive and responsive to their needs.
- Ability to advise, consult and guide others on matters relating to assigned customer service responsibilities and established customer service standards.
- Demonstrate respect for cultural differences, fairness and the ability to communicate well with people of different nationalities, genders, ethnicities, races and religions backgrounds.
- Demonstrate understanding of diverse cultural viewpoints, particularly in West Africa, with sensitivity to group differences; ability to challenge prejudice and practice tolerance and empathy.
- Ability to listen actively, consider people’s concerns and apply judgment, tact and diplomacy.
- Ability to work in a diverse and inclusive interactive environment endowed with various strengths.
- Ability and responsibility to mainstream gender perspectives and ensure equal participation of women and men in all areas of service.
- Ability to encourage, empower and represent people’s interests impartially and transparently.
- Knowledge of ECOWAS institutions, sectors, programs and policies.
- Knowledge of internal ECOWAS operational requirements of programmes, projects, services and systems necessary to accomplish tasks and achieve performance objectives.
- Knowledge of ECOWAS rules and procedures associated with assigned responsibilities and ability to explain them clearly to others.
- Knowledge of ECOWAS culture, structures and performance issues and priorities impacting assigned responsibilities.
- Knowledge of Member States development trends, indicators, challenges and opportunities as they relate to the project/programme assigned to own position.
- Ability to study data or information from a variety of sources, identify anomalies, trends and issues, present findings and make recommendations.
- Ability to break down issues or processes into key elements to identify and address gaps in service, quality assurance, compliance and performance targets.
- Knowledge and ability to apply techniques to generate creative ideas and new approaches to achieving goals.
- Ability to use evidence and research to inform policies and programs and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.
- Demonstrate proficiency in operational computing using appropriate tools.
- Ability to make good use of graphs and tables to effectively present numerical data to write semi-complex technical reports/proposals and edit/verify templates, letters, etc.
- Ability to convey information clearly and concisely, in a succinct and organized manner, both in writing and verbally.
- Demonstrate interpersonal skills, deliver presentations, express opinions and debate ideas with others in a constructive manner.
- Demonstrate proficiency in information and communication technologies (ICT).
- Demonstrate proficiency in oral and written expressions in one of the official languages of the ECOWAS Community (English, French and Portuguese). Knowledge of any other language will be an added advantage.
- Ability to develop and implement an individual action plan to achieve specific work targets.
- Identify, organize and monitor tasks throughout the process to facilitate their implementation.
- Ability to contribute to and/or lead projects in accordance with accepted project management standards and techniques, coordinate contributions from others to set and meet set deadlines.
- Ability to organize work, establish priorities and work to meet deadlines, paying close attention to details, stakeholders, indicators and risks.
- Ability to identify, collect and assess indicators to monitor performance and take proactive remedial measures as and when necessary.