JOB TITLE | LEGAL OFFICER COMMON LAW
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INSTITUTION | GIABA
GRADE | P2/P3
ANNUAL SALARY | UA 37,674.89 ($59,443.44)/ UA 43,414.62 ($68,499.59)
DIRECTORATE | DIRECTORATE OF EVALUATION AND COMPLIANCE
DIVISION | LEGAL
LINE SUPERVISOR | SENIOR LEGAL OFFICER
DURATION | PERMANENT
DUTY STATION | DAKAR, SENEGAL

ROLE OVERVIEW
Under the overall supervision of the Principal Legal Officer and the direct supervision of the Senior Legal Officer, Legal Division, the incumbent shall be responsible for following functions:

ROLES AND RESPONSABILITIES

- Provide support in the coordination of mutual evaluations of member States.
- Participate fully in GIABA mutual evaluation exercises and draft reports on sections of the mutual evaluation reports (MERs) covering relevant FATF Recommendations and Immediate Outcomes.
- Organise assessors training; pre-assessment training; training on the FATF Standards.
- Analyse follow-up reports of member States.
- Provide support in organising the GIABA Evaluation and Compliance Group meetings.
- Undertake the identification, design and implementation of capacity building activities in the legal sector.
- Organize capacity building activities on issues in Legal area for relevant stakeholders in Member States.
- Assist in the development and revision of AML/CFT legal frameworks at national, supra-national and regional levels.
- Participate in capacity building activities organised by other units or divisions other than the legal unit of the GIABA Secretariat, as assigned.
- Provide inputs for the revision of the FATF Standards, Guidance and Best Practice papers, Universal ME Procedures and the GIABA Mutual Evaluation Process and Procedures and other relevant documents.
- Produce draft reports for GIABA Statutory meetings (Technical Commission/Plenary, GIABA Ministerial Committee and any other fora).
- Provide inputs for Annual reports, Strategic Plans, Annual Work Plan or any other relevant publications of GIABA and/or Members of the AML/CFT Global Network and International Financial Institutions.
• Participate in the mutual evaluations and training activities of other assessment bodies as an expert or a delegate.
• Participate in the technical assistance needs assessments of member States in legal issues relating to AML/CFT compliance.
• Participate in the development of the annual budget and work plan of the Directorate.
• Participate in the production of the Directorate’s inputs for GIABA’s annual reports.
• Serve as part of the in-house legal team to the GIABA Secretariat.
• Serve as a Member of designated committees of the GIABA Secretariat as maybe assigned from time to time.
• Perform other tasks as may be assigned.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

• Bachelor’s degree (or equivalent) in law and called to Bar or equivalent, with a major in international, administrative or commercial law from a recognised university.
• 3 years of progressively relevant experience as a lawyer in the legal office of an intergovernmental, private or government organisation.
• knowledge of theories, concepts and approaches relevant to drug law enforcement/criminology/criminal justice
• knowledge and understanding of theories, concepts and approaches relevant to economic and financial crime, crime against peace and security.
• knowledge of relevant ECOWAS instruments (treaties, conventions, protocols, regulations, etc) and applicable jurisprudence.
• application of legal and administrative expertise to analysing a diverse range of issues and problems, including in the context of the disciplinary process, and to develop innovative and creative solutions and to litigate employment-related matters.

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.

ECOWAS KEY COMPETENCIES

• ability to execute tasks, collaborate with colleagues and contribute as needed towards decision making to ensure tasks are completed in a timely manner.
• ability to respect the chain of command in an appropriate manner.
• ability to guide own work by setting and monitoring goals with strong personal initiatives and commitment to ECOWAS.
• ability to model and advocate for compliance, good work ethics, flexibility and persistence to get job done coupled with an ability to influence positive teamwork and cooperation.
• ability to work in teams to carry out semi-routine work including assigning work, training reviewing and monitoring work.
• excellent interpersonal skills to engage with clients in positive correspondence that establishes mutual expectations, understanding and reduces uncertainties and conflicts.
• ability to keep clients informed on matters relevant to expectations, establishing “bring forward” systems and introducing other procedures/techniques to ensure that service standards are maintained.

• ability to make decisions based on guidelines, procedures and precedents and maintain confidentiality and discretion with clients.

• good judgement and demonstrated ability to be assertive – rather than passive or aggressive when interacting with clients.

• well-developed problem-solving, critical thinking and conflict resolution skills.

• ability to perceive the moods and feelings of others, and to understand the attitude, interests, needs and perspectives of others.

• well-developed ability to relate well with people from varied backgrounds, open to understanding diverse cultural differences, especially within West Africa.

• ability to listen attentively to people’s ideas, requests and concerns and to explain to others the need for diversity management in everyday workplace practices.

• ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

• ability to factor in diversity when providing services, responding to requests, recognising, and releasing preconceived notions and stereotypical views of certain groups and individuals.

• basic understanding of the governance structure, mandate and functions of ECOWAS.

• ability to explain the functional area assigned to and the contributions it makes to the organisation and its mandate.

• knowledge of semi-routine procedures, processes and practices of ECOWAS related to assigned responsibilities and information systems.

• ability to apply ECOWAS standards in emailing, reporting, correspondences, etc. and to contribute to implementing associated changes as directed.

• ability to carefully review and verify the accuracy of information in work reports provided by management, management information systems or other individuals.

• good knowledge of office monitoring indicators of relevance to own work and ability to provide brief reports or updates.

• ability to edit, check, track and review documents prepared by others and reorganize data or information according to instructions using latest technology.

• efficiently retrieves, inputs, edits, formats, transmits, and links electronic file data used for analysis and understands data management operations.

• Ability to condense information and/or produce concise summary notes to help others with decision-making, problem solving and/or assessment of work.

• demonstrated computer skills to communicate using tools, to write and format documents appropriately for presentation, the web, proposals, reports, and other documents.

• ability to proofread, edit and revise documents to ensure they follow standard conventions for punctuation and mechanics and formatted in accordance with ECOWAS communication standards.
• ability to relay/redirect complete and accurate messages to appropriate persons/departments.
• proficiency in information communication technology (ICT);
• Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.
• ability to organize information and materials for others, solving minor problems and checking for completeness and compliance to standards and instructions.
• knowledge of techniques to prioritize tasks in fast paced workplace with frequent interruptions and moving deadlines and adaptability/ flexibility to meet work expectations.
• understanding and adherence to the policies, procedures and guidelines required to support the ECOWAS planning cycle at the individual and organizational level.
• good initiative with an ability to identify what needs to be done and act in a proactive manner.