### JOB PROFILE

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>SENIOR LAW ENFORCEMENT OFFICER</th>
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<tbody>
<tr>
<td>INSTITUTION</td>
<td>GIABA</td>
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<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>DEPARTMENT</td>
<td>LAW ENFORCEMENT</td>
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<tr>
<td>DIRECTORATE</td>
<td>DIRECTORATE EVALUATION AND COMPLIANCE</td>
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<tr>
<td>DIVISION</td>
<td>LAW ENFORCEMENT</td>
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<tr>
<td>LINE SUPERVISOR</td>
<td>PRINCIPAL OFFICER, LAW ENFORCEMENT</td>
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<tr>
<td>SUPERVISING</td>
<td>LAW ENFORCEMENT OFFICER</td>
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<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 Principal Officer, Law Enforcement, the Senior Law Enforcement Officer, Law Enforcement Unit, shall be responsible for following functions.

**ROLE AND RESPONSABILITIES**
- Participate fully in GIABA mutual evaluation exercises;
- Draft reports on sections of the mutual evaluation reports (MERs) covering relevant FATF Recommendations and Immediate Outcomes;
- Participate in assessors training; pre-assessment training; training on FATF Standards and Methodology;
- Analyze Follow up reports submitted by Member States
- Undertake the identification, design and implementation of capacity building activities in the law enforcement sector;
- Organize capacity building activities on issues in Law enforcement areas for relevant stakeholders in Member States;
- Provide inputs into revision of FATF Standards; Methodology; Guidance and Best Practice papers; Universal ME Procedures; and GIABA ME Process and Procedures;
- Provide inputs for the production of draft reports for GIABA Statutory meetings (ECG; TC/Plenary; GMC and any other fora)
- Provide inputs into GIABA Annual reports, Strategic Plans; Annual Work Plan or any other relevant publications of GIABA and/or Members of the AML/CFT Global Network;
- Develop law enforcement strategies and policy in accordance with the FATF Standards;
- Participate in the technical assistance needs assessments of Member States in the area of law enforcements relating to AML/CFT compliance.
- Undertake any other functions 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.