JOB PROFILE

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>RESEARCH AND DOCUMENTATION OFFICER</th>
</tr>
</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>
</tr>
<tr>
<td>DIRECTORATE</td>
<td>DIRECTORATE OF POLICY AND RESEARCH</td>
</tr>
<tr>
<td>DIVISION</td>
<td>RESEARCH</td>
</tr>
<tr>
<td>LINE SUPERVISOR</td>
<td>PRINCIPAL RESEARCH OFFICER</td>
</tr>
<tr>
<td>SUPERVISING</td>
<td>RESEARCH AND DOCUMENTATION ASSISTANT</td>
</tr>
<tr>
<td>DURATION</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>DUTY STATION</td>
<td>DAKAR, SENEGAL</td>
</tr>
</tbody>
</table>

ROLE OVERVIEW

Under the overall supervision of the Director of Policy and Research and the direct supervision of the Principal Officer, Research, the incumbent is expected to work on matters related to Money Laundering and the Financing of Terrorism and proliferation of weapons of mass destruction (ML/TF/P) – research, analysis, review, capacity building and consultations with stakeholders. He/she will support ongoing research work of the Financial Action Task Force and support GIABA member states in the conduct of research on ML/TF/PF. He/she will monitor development of research proposals, instruments for data collection, collect and analyse data and draft research reports. He/she will be involved in stakeholder consultations on different research works produced by GIABA and the development of action plans to implement the recommendations made in the reports.

ROLE AND RESPONSABILITIES

- Conceptualizing relevant research proposals on ML/TF/PF as it concerns GIABA membership and the ECOWAS region.
- Coordinating research studies and other assessments.
- Effectively coordinating the work of researchers and consultants engaged by GIABA.
- Conducting literature reviews and desk studies.
- Participating in researches being conducted by members of the Global AML/CFT Network and other partners, as appropriate.
- Producing draft research reports and developing action plans
- Effectively supervising the management of GIABA’s technical documentations and other knowledge products.
- Contributing to the drafting of GIABA Annual Report.
- Coordinating the production of AML/CFT research Journal and other periodicals.
- Collaborating with the managers of the GIABA Information Centers in Abidjan and Lagos to ensure wide dissemination and utilisation of GIABA’s knowledge products.
- Effectively supervising the Research and Documentation Assistant.
- Carrying out any other duty that may be assigned to him/her from time to time.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Bachelor’s degree or equivalent in social sciences, statistics or any relevant field of study from a recognized university;
- Master degree in social sciences or any relevant field
• Minimum of 5 years’ experience in managing and conducting social research, managing and disseminating data and research reports related to money laundering, terrorism financing and proliferation financing or their predicate crimes;
• knowledge of terminological and reference research techniques with ability to use all sources of reference and information to conduct complex research and data analysis;
• knowledge of data management and statistical harmonization methodologies;
• knowledge of design and implementation of database and data dissemination computer systems and softwares;
• knowledge in the use of statistical and econometric methods and programs in social research, and ability to integrate multidisciplinary methodologies;
• knowledge in macroeconomic research methodology as well as in the design and management of research projects, conceptualization, design and field work;
• knowledge of economic and security issues and policies of GIABA member states;
• professional publications on ML/TF/P related fields;
• ability to apply statistical methods to the collection and management of information, especially using statistical computer softwares.

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 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 trainees/junior staff and instill a spirit of teamwork to engage employees and achieve well-defined set of activities;
• ability to respect chain of command in an appropriate manner;
• ability to resolve challenges that occur with minimal direction and/or to recommend and explain solutions or alternatives for approval;
• ability to utilize the Code of Ethics to manage self, others, information and resources;
• ability to mentor others and create feedback loops with supervisors, colleagues and subordinates to build strong working relationships and improve performance.
• contribute to maintaining organizational unit’s performance goals and standards.
• interpersonal skills with ability to keep a partner/stakeholders informed of progress or setbacks in projects of relevance to timeline, quality and quantity;
• ability to proactively interact with partners/stakeholder and build strong trusting relationships based on mutual respect and regular discussions;
• ability to establish and sustain professional credibility with partners/stakeholders in a manner that anticipates their need, mitigates issues and that carefully balances professional obligations with the need to be sensitive and responsive to their needs;
• ability to counsel, advise, consult and guide others on matters pertaining to assigned service responsibilities and established service standards.
• demonstrate respect for cultural differences, fairness and ability to relate well with people from varied backgrounds, nationality, gender, ethnicity, race and religion;
• understanding of diverse cultural views especially within GIABA member States, with sensitivity to group differences; ability to challenge bias and to practice tolerance and empathy;
• ability to listen actively, consider people’s concerns and apply judgement, tact and diplomacy;
- ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths;
- ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- ability to encourage, empower, and advocate for people in an unbiased and transparent manner.
- knowledge of ECOWAS institutions, sectors, programmes and policies;
- knowledge of ECOWAS internal operational requirements of programs, projects, services and systems required to achieve work assignments and meet performance goals;
- knowledge of rules and procedures of ECOWAS associated assigned responsibilities and ability to explain these clearly to others;
- knowledge of the ECOWAS culture, structures and performance issues and priorities impacting assigned responsibilities;
- knowledge of member states development trends, indicators, challenges and opportunities as it relates to project/programme assigned to own position.
- ability to study data/information from a variety of sources, identify anomalies, trends and issues, present findings, and make recommendations;
- ability to break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance and performance targets;
- knowledge of and ability to apply techniques to generate creative ideas and new approaches to meeting 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 operational computer proficiency using appropriate tools;
- ability to make sound use of graphics and tables to effectively present numerical data to write semi-complex technical reports/proposals and edit/check templates, letters, etc.
- ability to convey information clearly and concisely in a succinct and organized manner through both writing and verbal means;
- exhibit interpersonal skills, make presentations, express opinions and debate ideas with others in a constructive manner;
- proficiency in the use of information communication technologies (ICT);
- Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional official language will be an advantage.
- ability to develop, implement an individual action plan for achieving specific work goals;
- identify, organize and monitor tasks throughout to facilitate execution;
- ability to contribute and/or lead on projects as per accepted project management standards and techniques, to co-ordinate contributions by others to set and meet deadlines;
- ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators and risks;
- ability to identify, collect and assess indicators to monitor performance and to take proactive remedial action as required.