# JOB PROFILE

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>POLICY OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTITUTION</td>
<td>GIABA</td>
</tr>
<tr>
<td>GRADE</td>
<td>P2/P3/P4</td>
</tr>
<tr>
<td>ANNUAL SALARY</td>
<td>UA 37,674.89 ($59,443.44)/ UA 43,414.62 ($68,499.59)/ UA 50,354.45 ($79,449.26)</td>
</tr>
<tr>
<td>DIVISION</td>
<td>POLICY AND RISK MONITORING</td>
</tr>
<tr>
<td>DIRECTORATE</td>
<td>DIRECTORATE OF POLICY AND RESEARCH</td>
</tr>
<tr>
<td>LINE SUPERVISOR</td>
<td>PRINCIPAL OFFICER POLICY</td>
</tr>
<tr>
<td>SUPERVISING</td>
<td>POLICY REVIEW 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 authority of the Director General, the direction of the Director of Policy and Research, and the direct supervision of Principal officer Policy and Risk Monitoring, the incumbent will be expected to work on issues related to Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) policies, strategies and national coordination, collaboration and cooperation – development, audit, analysis, review and consultations with stakeholders. He/she will support ongoing policy work of the Financial Action Task Force and support GIABA member states to adopt and review relevant polices and strategies. He/she will monitor AML/CFT policy developments in the region and also contribute to the development of policy briefs. He/she will engage member states to ensure that their policies are consistent with internationally adopted policy frameworks.

## ROLE AND RESPONSABILITIES
- Contribute to the development of AMLCFT policies by the FATF and coordinate the contributions of GIABA member states.
- Carry out policy analysis and reviews
- Support the work of the Policy Development Group of the FATF.
- Provide technical assistance to member states in the development of effective AML/CFT policies and strategies/action plans.
- Provide support to the Inter-Ministerial Committee/National coordination Committees and monitor their performance.
- Monitor and review policy implementation by member States and provide policy advice.
- Establish and managing an inventory and database of AML/CFT policy documents.
- Coordinate the AML/CFT GIABA-Private Sector Policy Consultation Forum.
- Organize policy dialogues with member states and relevant stakeholders from time to time.
- Draft policy briefs and advises in collaboration with the Policy Review Group
- Coordinate the Annual Activity report of GIABA member States
- Coordinate the work of the Policy Review Group
- Carry out a strategic review of mutual evaluations periodically and at the end of each mutual evaluation cycle.
- Organize capacity building activities to support Member States in the development of relevant national strategies and action plans related to AML/CFT/PF.
- Supervise the Policy Assistant function.
- Carry out any other duty that may be assigned to him/her from time to time.

## ACADEMIC QUALIFICATIONS AND EXPERIENCES
- Bachelor’s degree (or equivalent) degree in political science, law, public administration, economics, social sciences or a related field from a recognized university;
- 5 years experiences in the development/implementation of AML/CFT programs and policies;
Knowledge of and experience with AML/CFT/P policies, strategies and compliance frameworks;
knowledge and understanding of ML/TF/PF risks and conduct of related risk assessments;

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.