## JOB PROFILE

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>PROGRAMME ASSISTANT</th>
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<tbody>
<tr>
<td>INSTITUTION</td>
<td>GIABA</td>
</tr>
<tr>
<td>GRADE</td>
<td>G5/G6/G7</td>
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<tr>
<td>DIRECTORATE</td>
<td>DIRECTORATE OF EVALUATION AND COMPLIANCE</td>
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<tr>
<td>LINE SUPERVISOR</td>
<td>PROGRAM OFFICER</td>
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<tr>
<td>ANNUAL SALARY</td>
<td>UC31,502.30 ($49,704.33) / UC35,815.21 ($56,509.24) / UC40,223.62 ($63,464.83)</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

The Programme Assistant will work under the direct supervision of the Programme Officer and the overall guidance of the Director of Evaluation and Compliance.

She/he will be responsible for data entry and administrative assistance in the coordination of programme/project planning, preparations for the implementation of activities and of general office support services for programmes. The daily work involves tasks of substantial variety and complexity and requires the selection, interpretation and assembly of information and data from several sources related to the AML/CFT/PF field.

The assistant needs to acquire substantial background knowledge of the AML/CFT/PF field and should be familiar with GIABA stakeholders, technical and financial partners, and programmes. She/he will have contacts at a peer level in partner organizations for the purposes of sharing programme and project related information.

### ROLES AND RESPONSIBILITIES

- Perform a wide range of office support and administrative functions with a focus on AML/CFT/PF
- Provide secretarial, administrative and logistics support to programmes/projects (training/seminars/workshops/recruitment of experts) and ensure completeness of relevant records.
- Coordinate with support services the provision of required logistics.
- Assist in the coordination of programme planning and preparation of work plan, monitor the status of the project proposals and receipt of relevant documentation for review and approval. Compile, summarize, and present basic information/data on the programme and related topics or issues.
- Review project documents, especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature, identify inconsistencies, distribute project documents to relevant parties upon approval and final development of materials.
- Provide administrative and budgetary assistance in compiling and organizing information and reference materials from various reports, work plans, studies; briefings, meetings/conferences etc.
- Participate, as a member of a team, in the processing of documents/texts to ensure compliance with relevant submission standards and regulations as well as formal, protocol and/or other requirements.
- Respond or draft responses to correspondence and other communications, e.g. completing requests for submission to the language service and checking accuracy of information received, reference material, style and for adherence to established formal standards, by verifying resolutions, quotations etc. and by providing reference assistance as necessary.
• Respond to moderately complex information requests and inquiries (e.g. answer requests requiring file search, etc.), and as necessary, refer inquiries to appropriate personnel for handling.
• Assist in the maintenance of the SharePoint page and GIABA websites, in close coordination with the programme officer and relevant staff members, and ensuring a regular update of the website for meetings documentation, in close consultation with substantive officers and conference unit.
• Assist in generating standard statistical (Initiate, update; maintain and update records and statistics) and other reports on documents and/or official communications processed from programmes.
• Prepare contractual, travel and financial arrangements based on the approved costs.
• Prepare, process and follow-up on actions related to recruitment and appointment of consultants under ECOWAS rules and regulations. Provide assistance and guidance to project staff on recruitment procedures and on preparation of terms of reference for regional / international consultants and experts; Ensure timely issuance of budget releases. Ensure tracking and monitoring of relevant expenditures and the retirement of accounts.
• Draft and finalise correspondence related to budgetary and other operational matters.
• Prepare quarterly activity plans and monitor milestones and deadlines of programme related tasks
• Assist in the preparation of mission reports.
• Draft project and activity reports.
• Liaise with relevant units regarding mission travels for participants, delegates, staff, liaising with respective visa issuance authorities and overall administrative arrangements.
• Perform general office assistance, as required. Perform other related work as requested by the DEC or other senior officers, cover for other General Service staff functions when colleagues are absent or on leave.
• Perform other work-related duties as assigned by the Programme Officer.

Work Experience and Education:

• A minimum of three years of work experience in programme or project administration, technical cooperation or related area is required. Of which at least eighteen months of work experience in providing direct support to intergovernmental or international related meetings and processes is desirable;
• Experience in general office support is desirable
• Experience in design and/or maintenance of an official website or blog is desirable. Good mastery of Microsoft applications especially Microsoft Excel
• Minimum of a Higher National Diploma, Associate degree or equivalent

Languages: English, French, and Portuguese are the working languages of the GIABA Secretariat. For the post advertised, understanding of English is required and comprehension and articulation of either French or Portuguese is required.

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

ECOWAS Key Competences

Has knowledge of general office and administrative support including administrative polices, processes and procedures, and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting;

Has the ability to work well with figures, undertake basic research and gather information from standard sources;
• Shows pride in work and in achievements, demonstrates professional competences and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results, is motivated by professional rather than personal concerns;
• shows persistence when faced with difficult problems and challenges;
• remains calm in stressful situations;
• Commitment in implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work;
• Teamwork: Works collaboratively with colleagues to achieve organizational goals;
• solicits input by genuinely valuing others ideas and expertise;
• is willing to learn from others;
• places team agenda before personal agenda;
• supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
• shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
• Planning and Organizing: Develops clear goals that are consistent with agreed strategies;
• identifies priority activities and assignments;
• adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time effectively.

Assessment Evaluation of qualified candidates may include an assessment exercise and a competency based interview.

Special Notice: This position is subject to local requirement pursuant to staff rule article 9.3 of the ECOWAS Staff Regulations (revised 2022). All staff in the General Service and related categories shall be recruited in the country or within commuting distance of the GIABA Secretariat, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local requirement shall not be eligible for the allowance or benefits exclusively applicable to international recruitment.