### JOB PROFILE

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>POLICY REVIEW ASSISTANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTITUTION</td>
<td>GIABA</td>
</tr>
<tr>
<td>GRADE</td>
<td>G4/G5/G6</td>
</tr>
<tr>
<td>DIRECTORATE</td>
<td>DIRECTORATE OF POLICY AND RESEARCH</td>
</tr>
<tr>
<td>DIVISION</td>
<td>POLICY UNIT</td>
</tr>
<tr>
<td>LINE SUPERVISOR</td>
<td>POLICY OFFICER</td>
</tr>
<tr>
<td>ANNUAL SALARY</td>
<td>UC 26,768.18 ($42,234.84)/UC31,502.30 ($49,704.33)/UC35,815.21 ($56,509.24)</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 of Policy and Research and the Principal Office Policy and Risk Monitoring, and the Direct supervision of the Policy Officer, the incumbent is required to support the Policy Officer in policy review and analysis. He/She will support the Policy officer and the Principal Officer Policy and Risk Monitoring in their engagement with the Financial Action Task Force and other policy making bodies as well as with the member states and other relevant stakeholders.

### ROLE AND RESPONSIBILITIES
- Supporting the development of AMLCFT policies by the FATF.
- Supporting policy analysis.
- Assisting with the coordination of responses to the FATF on ongoing policy work.
- Supporting the provision of technical assistance to member States to develop AML/CFT policies.
- Monitor and review policy implementation by member States and provide policy advice.
- Maintaining an inventory and database of policy documents.
- Supporting the organization and management of the AML/CFT GIABA-Private Sector Policy Forum.
- Supporting the organization and management of policy dialogues.
- Supporting the drafting of policy briefs.
- Supporting the organization and management of capacity building activities to support Member States for the development of national strategies and action plans.
- Carrying out any other duty that may be assigned to him/her from time to time.

### Work Experience and Qualifications:
A minimum of three (3) 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 work and processes is desirable. A good insight into policy development is critical.

- 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
- HND (Higher National Diploma), Associate degree or equivalent
**EECOWAS Key Competencies:**

- Have knowledge of general office and administrative support including administrative policies, processes and procedures, and those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting.
- He/she should have the ability to undertake basic research and gather information from standard sources. Show pride in work and in achievements, demonstrate professional competences and mastery of subject matter, be conscientious and efficient in meeting commitments, observing deadlines and achieving results, be motivated by professional rather than personal concerns;
- show persistence when faced with difficult problems and challenges;
- remain 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: Work collaboratively with colleagues to achieve organizational goals; solicit input by genuinely valuing others ideas and expertise; be willing to learn from others;
- place team agenda before personal agenda; support and acts in accordance with final group decision even when such decisions may not entirely reflect own position;
- share 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; foresee risks and allows for contingencies when planning; monitors and adjust plans and actions as necessary; use time effectively.

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

**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.

Assessment of qualified candidates may include an written 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.