



## JOB PROFILE (INTERNAL APPLICANTS ONLY)

<b>JOB TITLE</b>	LIBRARIAN
<b>JOB CODE</b>	ECW/LIBR/2023
<b>INSTITUTION</b>	COMMUNITY COURT OF JUSTICE - ECOWAS
<b>GRADE</b>	P3/P4
<b>ANNUAL SALARY</b>	P3- UA 23,724-28,590/ USD \$37,430-\$45,107 P4- UA 28,498-33,198/ USD \$44,962-\$52,378
<b>STATUS</b>	PERMANENT
<b>AGENCY</b>	N/A
<b>DEPARTMENT</b>	LIBRARY & DOCUMENTATION
<b>DIRECTORATE</b>	RESEARCH & DOCUMENTATION
<b>DIVISION</b>	LIBRARY
<b>LINE SUPERVISOR</b>	CHIEF LIBRARIAN
<b>SUPERVISING</b>	JUNIOR STAFF OF THE LIBRARY/DOCUMENTATION
<b>DUTY STATION</b>	ABUJA

Applications should be sent to: [ccjlibrarian@courtecowas.org](mailto:ccjlibrarian@courtecowas.org)

(Internal applications only)

### ROLE OVERVIEW

To assist the Chief Librarian in the operations of the Library/Documentation. Organize files and records, using precise measures to sort various forms of information.

### ROLE AND RESPONSIBILITIES

- Assist with the periodic reviews of new and existing electronic resources with an eye toward improved service and research efficiencies
- Perform various cataloging procedures for all types of library resources
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate
- Assist users with both print and electronic resource search in the library
- Assist with the provision of instruction and guidance for the use of library catalogue, legal databases, legal research methodology and procedures
- Responds to in-library, phone, and email reference questions
- Develop and maintain pathfinders, bibliographic resources, and research guides

- Assist library visitors in conducting research and locating resources
- Assist in evaluating library inventory needs in terms of books, journals and other resources, and place orders

## **ACADEMIC QUALIFICATIONS AND EXPERIENCE**

### **Education:**

- Bachelor's degree or equivalent in international relations, public or business administration, management or a similar field from a recognized university;
- 5 years of experience in library and documentation support functions bachelor's degree in translation or equivalent;
- Developed knowledge in management library and documentations services;
- Proven experience in developing information tools on library collection and facilities;

### **Experience:**

- Five years relevant professional experience, including three (3) years relevant International experience.
- Experience in a variety of private and public institutions preferably in a multi-cultural setting and in an international institution would be an advantage

## **AGE LIMIT**

Candidates should not be over 50 years old at the point of recruitment and must be a citizen of one of the ECOWAS member states. This requirement does not apply to internal candidates.

## **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 a 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 the 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 client informed of progress or setbacks in projects of relevance to timeline, quality and quantity;
- Ability to proactively interact with users (lawyers) and build strong trusting relationships based on mutual respect and regular discussions;
- Ability to establish and sustain professional credibility with users/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 users/lawyers service responsibilities and established client 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 West Africa, 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.
- Ability to seek out best practices to make organizational decisions of relevance to diversity management, ensuring that project and program activities identify vulnerable areas and contain systemic checks.
- Knowledge of ECOWAS institutions, sectors, programs 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/program 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;
- Ability to respect chain of command in an appropriate manner;
- Proficiency in 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 one will be an added 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.