



JOB PROFILE

JOB TITLE	LEGAL OFFICER (PORTUGUESE)
INSTITUTION	GIABA
GRADE	P2/P3
JOB CODE	20003318
ANNUAL SALARY	P2 UA 37,674.89 (\$ 59,443.44)/ P3 UA 43,414.62 (\$68,499.59)
DIRECTORATE	EVALUATION AND COMPLIANCE
DIVISION	LEGAL
LINE SUPERVISOR	SENIOR LEGAL OFFICER
DURATION	PERMANENT
DUTY STATION	DAKAR - SENEGAL
Application email address	g3318lol@giaba.org
Application date line	29 January 2025

ROLE OVERVIEW

Under the supervision and guidance of the Senior Legal Officer, the Legal Officer shall fully support and/or participate in GIABA mutual evaluation exercises and draft reports on sections of the mutual evaluation reports (MERs) covering relevant FATF recommendations and immediate outcomes.

ROLE AND RESPONSIBILITIES

- Fully support and/or participate in GIABA mutual evaluation exercises and draft reports on sections of the mutual evaluation reports (MERs) covering relevant FATF Recommendations and Immediate Outcomes;
- Provide support roles in the organization of GIABA assessors training; pre-assessment training; training on FATF Standards and Methodology organized for Member States;
- Analyze follow-up reports by member States;
- Provide inputs and participate in the assessment of money laundering and terrorist financing risks;
- Undertake the identification, design and implementation of training and capacity building activities in the legal sector;
- Provide support in the organization of the GIABA Evaluation and Compliance Group meetings;
- Provide inputs to the identification, design and implementation of capacity building activities in the legal sector;
- Assist in the development and revision AML/CFT legal framework at national, supranational and regional levels;
- Provide inputs into revision of FATF Standards; Methodology; Guidance and Best Practice papers; Universal Mutual Evaluation (ME) Procedures; and GIABA ME Processes and Procedure and other instruments for the purpose of improving AML/CFT compliance by Member States;
- Produce draft reports for GIABA Statutory meetings (TC/Plenary, GMC and any other fora)
- Provide inputs into GIABA Annual reports, Strategic Plans, Annual Work Plan or any other relevant publications of GIABA and/or Members of the AML/CFT Global Network;
- Participate in mutual evaluations and training activities by other assessment bodies either as an expert or delegate as the case may be;
- Participate in the technical assistance needs assessments of Member States in the area of legal issues relating to AML/CFT compliance;
- Perform any other functions as maybe assigned by the supervisor.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in law from a recognized University.
- 3 years of progressively responsible experience in the legal profession.
- Knowledge and understanding of the relevant aspects of anti-money laundering, combating terrorism finance (AML/CFT), proceeds of crime, mutual legal assistance in criminal matters, and extradition legislation.

- knowledge and understanding of relevant international instruments, including UN Security Council Resolutions and Conventions relating to money laundering, the financing of terrorism and the financing of the proliferation of weapons of mass destruction.
- Familiarity with the conduct of AML/CFT Mutual Evaluation.

AGE: The minimum age for recruitment is 24 and the maximum age is 50.
Age limit is not applicable to internal candidates .

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, contact colleagues and contribute as needed towards decision making to ensure tasks are completed in a timely manner;
- ability to respect chain of command in an appropriate manner;
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- ability to guide own work by setting and monitoring goals with strong personal initiative 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 and checking work.
- excellent interpersonal skills to engage with clients in positive exchanges that establishes mutual expectations, understanding and reduces uncertainties and conflicts;
- ability to keep clients informed on matters of relevance 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 every day 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, recognizing and releasing preconceived notions and stereotypical views of certain groups and individuals.
- basic understanding of the ECOWAS organization mandate and its functions;
- ability to explain the functional area assigned to and the contributions it makes to the organization and its mandate;
- knowledge of ECOWAS semi-routine procedures, processes and practices as it relates 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 check 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;
- ability to relay/redirect complete and accurate messages to appropriate persons/departments;
- 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 organize information and materials for others, solving minor problems and checking for completeness and compliance to standards and instructions;
- knowledge of techniques to prioritize tasks in fast paced workplace with frequent interruptions and moving deadlines and adaptability/ flexibility to meet work expectations;
- understanding and adherence to the policies, procedures and guidelines required to support the ECOWAS planning cycle at the individual and organizational level;
- good initiative with an ability to identify what needs to be done and take action in a proactive manner.

NB:

1. Assessment of qualified candidates may include an assessment test and a competency-based interview.
2. Only shortlisted applicants will be contacted for the interviews.