



# JOB PROFILE

JOB TITLE	LEGAL OFFICER (CIVIL LAW)
INSTITUTION	GIABA
ANNUAL SALARY	UA 50,354.45 (\$79,449.26)
GRADE	P4
ID POSITION	20003764
DIRECTORATE	DIRECTORATE EVALUATION AND COMPLIANCE
DIVISION	LEGAL
LINE SUPERVISOR	PRINCIPAL LEGAL OFFICER
SUPERVISING	LEGAL OFFICER P2/3
DURATION	PERMANENT
DUTY STATION	DAKAR, SENEGAL
<b>NB</b>	<b>Applications should be sent with your CV, letter of motivation &amp; the job application to: <a href="mailto:c64legoffcivlaw@giaba.org">c64legoffcivlaw@giaba.org</a></b>
<b>Deadline for application</b>	<b>31 May 2024</b>

## ROLE OVERVIEW

Under the overall supervision of the Director of Evaluation and Compliance and the direct supervision of the Principal Legal Officer, the incumbent shall be responsible for matters related to civil law countries regarding to AML/CFT evaluation and compliance.

## ROLE AND RESPONSABILITIES

- Coordinate mutual evaluations of member States;
- Participate in GIABA mutual evaluation exercises and draft reports on sections of the mutual evaluation reports (MERs) covering relevant FATF Recommendations and Immediate Outcomes as assigned;
- Organise and manage assessors training; pre-assessment training; training on the FATF Standards;
- Analyse follow-up reports of Member States;
- Organise and manage the meetings of the GIABA Evaluation and Compliance Group;
- Participate in the identification, design and implementation of capacity building activities, including the prosecution of ML/TF/PF cases and asset recovery, for relevant stakeholders in the legal sector in Member States;
- Assist in the development and revision AML/CFT/PF legal framework at national, supra-national and regional levels;
- Participate in other capacity building activities organized by other units or divisions other than legal unit as may be required;
- Provide inputs into revision of the FATF Standards, Guidance and Best Practice papers, Universal ME Procedures, the GIABA ME Process and Procedures and other documents to improve the AML/CFT compliance of Member States;
- Participate in FATF working group and plenary meetings as part of GIABA's delegation as may be approved;
- Produce draft reports for GIABA Statutory meetings (TC/Plenary; GMC and any other fora);
- Provide the 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 the mutual evaluations and training activities of other assessment bodies either as an expert or delegate, as approved;
- Participate in the technical assistance needs assessments of Member States on legal issues relating to AML/CFT compliance;
- Serve as part of the in-house legal team to the GIABA Secretariat;

- Serve as a Member of designated committees of GIABA Secretariat as maybe assigned from time to time; and
- Perform other tasks as may be assigned.

#### **ACADEMIC QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree (or equivalent) in law, with a specialisation in civil, international, administrative or commercial law from a recognised university.
- At least 5 years of progressively relevant experience as a lawyer in the legal services of an international, intergovernmental, government or a reputable private organisation.
- Good knowledge of theories, concepts and approaches relevant to predicate crimes to money laundering/criminology /criminal justice system.
- Experience in the conduct of mutual evaluations based on the FATF Standards.
- Knowledge and understanding of theories, concepts and approaches relevant to predicate crimes to money laundering, terrorist financing and proliferation financing, asset recovery, etc, particularly related to civil law jurisdictions.
- Knowledge of relevant regulations and rules of ECOWAS, as well as of applicable jurisprudence; legal and administrative expertise to analysing a diverse range of issues and problems, including in the context of the disciplinary process, and to develop innovative and creative solutions and to litigate employment-related matters.

**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.
- 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 everyday workplace practices.
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of people 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 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 ability to identify what needs to be done and act proactively.

**NB:** Assessment of qualified candidates may include an assessment test and a competency-based interview.