



JOB PROFILE

JOB TITLE	POLICY REVIEW ASSISTANT
INSTITUTION	GIABA
GRADE	G4/G5/G6
JOB CODE	20003364
ANNUAL SALARY	G4 : UC 26,768.18 (\$42,234.84) /G5 : UC31,502.30 (\$49,704.33) /G6 : UC35,815.21 (\$56,509.24)
DIRECTORATE	DIRECTORATE OF POLICY AND RESEARCH
DIVISION	POLICY UNIT
LINE SUPERVISOR	POLICY OFFICER
NB	As candidaturas devem ser enviadas com o seu CV, carta de apresentação e formulário de candidatura para: c64policyreviewassistant@giaba.org
Prazo de candidatura	31 de maio de 2024

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 RESPONSABILITIES :

- Supporting policy analysis
- 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.

ACADEMIC QUALIFICATIONS AND EXPERIENCE:

- **Education:** Minimum of a High National Degree, Associate degree or equivalent in a field relevant to specialized or focus area; specialized trainings in programme/ project management is desirable;
- **Work Experience:** A minimum of four (4) years of work experience in policy analysis, programme or project management, 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.

COMPETENCIES PROFESSIONALISM:

- 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.
- Work collaboratively with colleagues to achieve organizational goals; solicit input by genuinely valuing other 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.

- Develop 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.
- Good mastery of Microsoft applications especially Microsoft Excel is desirable.

ECOWAS KEY COMPETENCIES:

- knowledge of general office and administrative support including administrative polices, processes and procedures, and in particular those related to programme/project management, implementation and evaluation, technical cooperation, programming and budgeting.
- Ability to work well with figures, undertake basic research and gather information from standard sources.
- Ability to identify the required resources for programs/ projects and to perform specific specialized activities aimed at effective and efficient functioning of the programme team.
- Knowledge of internal policies, processes, and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting.
- Demonstrated knowledge of project management methods (including budget management, reporting monitoring and evaluation).
- Ability to assume a credible presence when explaining rules, standards and expectations (e.g. deadlines) to ensure compliance and work expectations are met.
- Ability to motivate self and/or others to engage in discussions that will result in recommendations to improve processes, templates or other work tools.
- Ability to engage in positive approaches to teamwork, participate actively in discussions and the achievement of team goals.
- Ability to take responsibility for own career and performance with the occasional guidance from the supervisor/mentor.
- Ability to build capacity of self and others by sharing knowledge, tools, expertise and experience with others to remain proficient and well informed in the execution of assigned role.
- Well-developed interpersonal, listening and multitasking skills with a good understanding of client service responsibilities and role in representing GIABA values in all interactions.
- Ability to take initiative to resolve routine problems associated with assigned tasks using good judgment in involving colleagues or superiors as required.
- Ability to work as part of a team with the ability to explain client interactions to resolve concerns, problems and improve services.
- Ability to manage own time effectively and organize own work area in a manner that will meet performance expectations related to assigned client services.
- Ability to direct people to the appropriate source for further information and ask for help when overwhelmed with client demands.
- Ability to apply culturally-relevant and appropriate approaches with people from diverse cultural backgrounds.
- Good diversity management skills to interact with individuals in a manner that is culturally appropriate and in accordance with ECOWAS rules/policies.
- Ability to recognize preconceived notions and stereotypical views of certain groups and individuals and to successfully adopt inclusive and culturally appropriate behaviors.
- Good knowledge of diversity management as it relates to daily work expectations and assigned tasks.

- Good knowledge of the ECOWAS mandate and operational goals of relevance to assigned responsibilities.
- Ability to keep up-to-date with Departmental activities, schedules and goals of pertinence to own work team, functional area.
- Excellent knowledge of ECOWAS procedures relevant to assigned work and the ability to apply sound judgment in their application.
- Demonstrated strong interest and commitment to ECOWAS values and activities in daily assumption of duties.
- Excellent ability to maintain, process and provide accurate information as part of assigned tasks.
- ability to organize files and information for easy retrieval and record keeping.
- ability to spot mistakes, act promptly to correct them and learn from experiences.
- knowledge and ability to challenge and question fundamental assumptions regarding accepted ways of doing things in the spirit of improvement.
- excellent ability to use current technology to communicate effectively e.g. office software programs, including spreadsheets, word processing and graphic presentation software; ability to type and format presentations, reports, manuals, newsletters, website content.
- well-developed information sharing skills using technology and in accordance in established processes and practices.
- Advanced verbal assertiveness and communication skills with a demonstrated ability to acknowledge and understand the validity of others' viewpoints and to respond in a constructive manner.
- **Languages:** English, French, and Portuguese are the working languages of the GIABA Secretariat. For the post advertised, understanding and having an excellent writing capacity of one of GIABA languages is required. Understanding of a second language will be an advantage.
- ability to allocate time for specific task in a manner that will meet deadlines and quality/quantity expectations.
- good organizational skills with an excellent ability to break down work into smaller parts and focusing on the most important steps first.
- with appropriate guidance, ability to contribute to maintaining organizational performance standards throughout implementation of new processes, practices and plans adopted by the Department and of relevance to assigned tasks.
- ability to monitor progress and to consider new goals in the context of assigned responsibilities.
- Ability to follow through with commitments made to others.

NB: Assessment Evaluation of qualified candidates may include a written test 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.