



JOB PROFILE

JOB TITLE	FINANCIAL INSTITUTIONS OFFICER
INSTITUTION	GIABA
GRADE	P1/P2/P3
JOB CODE	20003323
ANNUAL SALARY	P1: UA 32,123.20 (50,683.98)/ P2:UA 37,674.89 (\$ 59,443.44)/ P3 :UA 43,414.62 (\$68,499.59)
DEPARTMENT	FINANCIAL INSTITUTION AND NON FINANCIAL INSTITUTIONS
DIRECTORATE	DIRECTORATE EVALUATION AND COMPLIANCE
LINE SUPERVISOR	SENIOR FINANCIAL INSTITUTIONS OFFICER
DURATION	PERMANENT
DUTY STATION	DAKAR - SENEGAL
Application email address	g3323fio@giaba.org
Application date line	29 January 2025

ROLE OVERVIEW

Under the supervision of the Senior Financial Institutions Officer, the Financial Institutions Officer shall be responsible for the following functions:

ROLE AND RESPONSABILITIES

- Participate fully in GIABA mutual evaluation exercises and provide support, especially for experts evaluating the preventive and supervisory regime.
- Support the organisation of assessors' training; pre-assessment training; training on FATF Standards and Methodology organised for Member States and other related activities.
- Analyse follow-up reports submitted by member States and support other related activities such as the ICRG process.
- Support the identification, design and implementation of capacity building activities in the financial sector.
- Participate in drafting mutual evaluation reports.
- Review GIABA member States mutual evaluation reports to ensure quality and consistency.
- Prepare relevant documents for the GIABA plenary meetings and its working groups.
- Develop and present papers on AML/CFT, especially relevant to mutual Evaluation.
- Review Follow-Up Reports of member States in line with the GIABA P&P.
- Review mutual evaluation reports of other assessment bodies and highlighting implications of the reports for GIABA member States from time to time.
- Review FATF documents and advise on their implications for improving mutual Evaluation and conforming with the High-Level Principles of the Global Network.
- Perform any task that may be assigned from time to time, especially in relation to improving the conduct of mutual evaluations in GIABA member States.
- Support AML/CFT related capacity building activities and provision of technical support to financial institutions, financial sector supervisors/regulators and other relevant stakeholders in member States.
- Support the development and/or revision of the AML/CFT framework of member States in relation to financial institutions at national, supra-national and regional levels.
- Provide inputs into revision of FATF Standards; Methodology; Guidance and Best Practice papers; Universal ME Procedures; and GIABA ME Processes and Procedure and other instruments for the purpose of improving the AML/CFT compliance by Member States.
- Support the organisation of GIABA Statutory meetings (ECG meetings, TC/Plenary, GMC and any other fora) and provide inputs in the production of 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.

- Support in the liaison with GIABA National Correspondents on FIU issues (Forum, Membership of EGMONT Group; etc.) Support GIABA's engagements with FIUs (regional Forum, Membership of EGMONT Group, etc.), financial sector regulators/supervisors, and private sector operators on AML/CFT related issues.
- Participate in capacity building activities organised by other units or divisions of the Directorate.
- Participate in the technical assistance needs assessments of Member States in the area of AML/CFT compliance.
- Perform any other functions as maybe assigned by the line supervisor or a higher authority.

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.

ACADEMIC QUALIFICATIONS AND EXPERIENCES

- Bachelor's degree in Economics, Banking & Finance, Administration, and other field (s) of social sciences from a recognized university.
- 5 years of progressively responsible experience in financial sector development in relevant national and international organisations (FIU; supervisory/regulatory authority, FSRB; Egmont Group; IFIs; etc), financial institutions.
- Practical experience in financial sector development especially in West Africa, and particularly good understanding of financial products and services and regulatory environment.
- Proven knowledge in Anti Money Laundering/Counter Financing of Terrorism (AML/CFT) issues (FATF Standards; FATF Methodology; etc.) and in-depth knowledge of compliance related issues (implementation of Anti Money Laundering/Counter Financing of Terrorism (AML/CFT) preventive measures) in financial institutions.
- Experience in conducting AML/CFT mutual evaluations is desirable.
- Professional qualifications such as ACAMs is desirable.
- Good knowledge of the operations of financial intelligence units and Egmont Group activities
- Good knowledge and understanding of relevant international instruments, and AML/CFT framework at national, supra-national and regional level levels.
- Good working experience in GIABA member States will also be an added advantage.

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.
- Organization and the ability to multitask to complete a wide variety of tasks.
- Attention to detail to ensure tasks are completed thoroughly and correctly.
- Good mastery of Microsoft applications.

ECOWAS KEY COMPETENCIES

- Ability to motivate self and/or others to engage in and successfully complete task at hand;
- Demonstrated experience leading conversations that will either provide participants with new information, ideas or awareness or elicit feedback;
- Ability to positively influence co-workers when faced with challenges and work problems to help trigger solutions and build confidence;

- Ability to respect chain of command in an appropriate manner;
- Ability to lead in the management of own career and performance and to seek assistance/coaching when required.
- Well-developed client service skills including a positive attitude, creative thinking skills, good work ethic, teamwork experience, time management skills, flexibility;
- Ability to take initiative to resolve problems and improve quality and/or quantity of work by identifying alternative solutions and discussing appropriateness/approach with supervisor;
- Strong desire to help others and capacity to empathize to generate mutual understanding;
- Ability to work as part of a team in supporting and addressing the needs of clients and stakeholders;
- Ability to multitask and to meet client service/stakeholder management standards and objectives of pertinence to assigned responsibilities.
- Ability to perceive the moods and feelings of others from various cultural backgrounds, and to understand interests, needs, and perspectives so as to prevent/address misunderstandings and complaints;
- Well-developed ability to relate well with people from varied backgrounds and sound understanding of diverse cultural differences especially within west Africa;
- Ability to listen attentively to people's ideas, requests and concerns and to understand and internalize 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 ECOWAS programs and projects relevant to tasks and demonstrated understanding of data used by the department/institution/agency, including knowing where data resides in the system, the ability to see how the data in the system interrelates and how data entries and changes may impact data in other parts of the system.
- Knowledge of ECOWAS routine procedures and practices as it relates to assigned responsibilities;
- Ability to apply ECOWAS standards in emailing, reporting, correspondence, etc. and to accept and implement changes as directed.
- Excellent numeracy skills with the ability to collect, collate, classify and summarize data systematically.
- Demonstrated ability to assist in conducting primary and secondary research activities in accordance with instructions and/or best practices in research techniques (e.g. interviews, tests, desk research);
- Ability to identify inconsistencies in reasoning and to articulate findings clearly;
- Ability to use creativity and initiative in the generation of alternative solutions to a problem;
- Ability to gather, analyze and arrange information in a logical sequence.
- Ability to provide useful feedback when asked and to use feedback constructively when given;
- Demonstrated ability to use computers with superior word-processing skills and proficiency in the use of data base (e.g. access), spreadsheets (e.g. excel), inter/intranet, email and social media;
- Tact, diplomacy and well-developed interpersonal skills;
- Ability to write accurate, clear and well-organized text;
- 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.
- Well established time management skills with the ability to make well considered/reasoned decisions regarding own work and to follow them through;
- Ability to use action planning skills, set priorities, develop work goals and identify the steps needed to achieve goals of relevance to own work area;
- Ability to work well and meet objectives of tasks when under pressure or when exposed to uncertainties, challenges and/or changing work environments;
- Ability to understand and contribute to team/work unit goals and plans as well as to collective decision-making.

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.