



JOB PROFILE

JOB TITLE	ADMINISTRATIVE AND CONFERENCE OFFICER
JOB CODE	20001144
INSTITUTION	INTERGOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)
GRADE	P3/P4
INSTITUTION / AGENCY	GIABA
DEPARTEMENT	ADMINISTRATION AND FINANCE (Pooled services with EGDC)
ANNUAL SALARY	P3 UA 43,414.62 (\$68,499.59) / P4 UA 50,354.45 (\$79,449.26)
STATUS	PERMANENT
DIRECTORATE	ADMINISTRATION AND FINANCE (Pooled services with EGDC)
DIVISION	ADMINISTRATION (Pooled services with EGDC)
LINE SUPERVISOR	PRINCIPAL OFFICER, ADMINISTRATION AND HUMAN RESOURCES (Pooled services with EGDC)
SUPERVISES	MAINTENANCE ASSISTANT
	ADMINISTRATIVE ASSISTANT
	PROTOCOL ASSISTANT
	CONFERENCE ASSISTANTS (2)
	TRANSPORT ASSISTANT
	DRIVERS (5)
DUTY STATION	DAKAR - SENEGAL
Application email address	g1144adminoff@giaba.org
Application date line	28/02/ 2026

ROLE OVERVIEW

Under the direct supervision of the Principal Officer for Administration and Human Resources, the **Administrative and Conference Officer** shall implement the decisions of the Directorate on administrative matters. He/she shall also assign tasks to subordinate staff, ensure their proper execution, and supervise the staff under him/her.

ROLES AND RESPONSIBILITIES

- Ensure the planning, coordination and supervision of the activities of the Administrative Unit;
- Ensure internal and external visibility of the Unit's actions and outcomes;
- Ensure effective periodic reporting on the activities carried out and the results obtained to the Principal Officer for Administration and Human Resources;
- Ensure the coordination of staff at the Directorate;
- Identify and determine annual procurement requirements for all facilities and operations;
- Ensure the proper execution of subcontracts for legal, transport, catering, construction, security and cleaning services;
- Ensure the safety of property and office equipment;
- Ensure checks, entry and verification of inventories;
- Prepare inventory reports;
- Organise auctions,
- Ensure the adequacy of insurance contracts for the Headquarters;
- Identify and determine relevant information on risk mitigation, safety requirements, and compliance with risk management;
- Prepare annual budget requirements for Administration;

- Manage the general maintenance of electrical and electronic equipment at the headquarters and residence of the Director General;
- Ensure the maintenance of office equipment and tools (interpreting equipment, photocopiers, printers, telephones, faxes, scanners, etc.);
- Ensure the maintenance of buildings (painting, cracks, openings, garden/flowers, amenities, etc.) and plumbing (water circulation and general piping, toilets and other water outlets) at the headquarters and residence of the Director General;
- Ensure the maintenance of furniture at the headquarters and at the Director General's residence;
- Handle the search, maintenance and departures from the official residence for the incoming and outgoing Director General,
- Manage the setting up of meeting rooms,
- Manage meeting room occupancy request calendars
- Manage the safekeeping of community flags;
- Manage the maintenance of generators at the headquarters and the Director General's residence;
- Efficiently manage the execution of maintenance contracts;
- Manage the register of the Institution's equipment, building, vehicle fleet and tools;
- Ensure adequate identification of the institution's needs for equipment, supplies and other stocks on an annual basis;
- Supervise to ensure constant availability of materials, supplies and other stocks needed for the implementation of activities;
- Manage the procurement situation;
- Manage the efficient handling of capital expenditure, shipping and freight arrangements;
- Manage contract execution, transport management, catering services, construction works, security, cleaning and delivery services;
- Manage the safekeeping of office supplies and equipment;
- Manage the preparation of inventory reports;
- Manage technical installations and maintenance of buildings and facilities;
- Supervise general office tasks including recording, scanning, photocopying, faxing and mailing;
- Ensure the maintenance of the electronic and paper filing system;
- Manage the process of removing documents from the filing system;
- Manage administrative matters and inquiries;
- Supervise the preparation of written responses to routine inquiries;
- Oversee the preparation and editing of documents, including letters, reports, drafts, memos and emails;
- Supervise and check work outfits;
- Supervise and manage the workers' compensation insurance;
- Supervise and manage the home comprehensive insurance (HRI);
- Supervise and manage the workers' compensation insurance;
- Supervise and manage the vehicle fleet,
- Manage quarterly fuel allocations,
- Check vehicle logbooks as well as payment cards (tolls)
- Set up a driver workload recovery schedule,
- Set up a schedule for the fair rotation of driver assignments;
- Manage the security of the premises as well as that of the residence of the Director General in collaboration with the service provider,
- Prepare monthly activity reports for the attention of the line supervisor and the Director of Administration and Finance;
- Ability to produce clear, concise, logical and grammatically correct written material in English or French and to have equal verbal language proficiency;
- Ability to speak one of the official languages of ECOWAS: English, French or Portuguese. Knowledge of a second official ECOWAS language is an advantage.
- Supervise and manage vehicle insurance;
- Manage, supervise and handle transport matters;
- Prepare the draft annual budgets of the Administration Unit;

- Manage, supervise and oversee the Conference Unit by planning and coordinating the day-to-day activities of the Unit and ensuring the provision of administrative support services for all meetings, seminars, travel, workshops and the Institution;
- Manage hotel bookings both domestically and internationally;
- Negotiate discounted ECOWAS rates with hotels,
- Develop the compilation of purchase requisitions and invoices for activities and air tickets for payment to service providers,
- Manage ticketing in collaboration with the service provider,
- Perform any other tasks that may be assigned to him/her.

ACADEMIC QUALIFICATIONS AND EXPERIENCE:

Education: At least a bachelor's degree in political science, public or private administration or a related field, awarded by a recognized university

Professional experience: A minimum of five **(05) years of professional experience** with increasing responsibility in the field of administration, project management, external relations or a related field, with significant experience in organizing events/meetings in an international setting are required;

- knowledge of accepted norms, rules and customs of the international diplomatic protocol, including practices developed within the ECOWAS system or a similar international organization;
- knowledge of the protocol of the diplomatic and liaison services of a governmental or international organization, including experience in developing constructive working relationships with host governments.

AGE LIMIT: The minimum age for recruitment is 24 and the maximum age is 45.

Age limit is not applicable to internal candidates.

PROFESSIONAL COMPETENCES:

- Be proud of his/her work and achievements, demonstrate professional skills and mastery of the subject, be conscientious and effective in meeting commitments, meeting deadlines and achieving results, be motivated by professional rather than personal concerns; show perseverance in the face of difficult problems and challenges; remain calm in stressful situations.
- Work collaboratively with colleagues in achieving the organization's goals; solicit contributions by genuinely valuing the ideas and expertise of others; be willing to learn from others; prioritize the team goals over the personal aims; assist and act in accordance with the group's final decision, even when those decisions do not fully reflect their position; share the merit of the team's achievements and accept co-responsibility for the team's shortcomings.
- Develop clear objectives that are consistent with agreed strategies; identify priority activities and tasks; adjust priorities as needed; allocate appropriate time and resources to complete work; anticipate risks and incorporate contingencies when planning; monitor and adjust plans and actions as necessary; use time effectively.
- A good command of Microsoft applications, especially Microsoft Excel, is desirable.

ECOWAS KEY COMPETENCIES:

- have good managerial capacity
- 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 inculcate team spirit to engage employees and achieve a well-defined set of activities;
- ability to respect the chain of command in an appropriate manner;

- ability to resolve challenges that occur with minimal direction, and/or recommend and explain solutions or alternatives for approval;
- ability to utilise the Code of Ethics to manage self, others, information and resources;
- ability to mentor others and create feedback loops with supervisors, colleagues and subordinates to build strong working relationships and improve performance;
- ability to manage conflicts within the Unit,
- conduct an annual performance evaluation of the staff under their supervision within the deadlines, contribute to maintaining their unit's performance goals and standards.
- have good interpersonal skills with the ability to keep a client informed of progress or setbacks in projects related to schedule, quality and quantity;
- ability to proactively interact with customers and build strong trust relationships based on mutual respect and regular engagement;
- ability to establish and maintain professional credibility with stakeholders in a manner that anticipates their needs, mitigates problems and carefully balances professional obligations with the need to be sensitive and responsive to their needs;
- ability to advise, counsel, consult and guide others on matters related to assigned customer service responsibilities and defined customer service standards.
- demonstrate respect for cultural differences, fairness, and the ability to build good relationships with people of diverse backgrounds, nationalities, genders, ethnicities, races, and religions;
- understanding of diverse cultural perspectives, particularly in West Africa, with sensitivity to group differences; ability to challenge prejudice and practice tolerance and empathy;
- ability to listen actively, consider people's concerns, and exercise judgment, tact, and diplomacy;
- ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths;
- ability and responsibility to integrate gender perspectives and ensure equal participation of women and men in all areas of work;
- ability to encourage, empower and advocate for people in an impartial and transparent manner.
- knowledge of ECOWAS institutions, sectors, programs and policies.
- knowledge of ECOWAS internal operational requirements of the programmes, projects, services and systems necessary to achieve task assignment and performance targets;
- knowledge of the rules and procedures of assigned responsibilities relating to ECOWAS and ability to clearly explain them to others;
- knowledge of ECOWAS culture, structures and performance issues and priorities impacting on assigned responsibilities;
- knowledge of Member States' development trends, indicators, challenges and opportunities in relation to the project/programme assigned to its own position.
- ability to study data/information from various sources, identify anomalies, trends and issues, present conclusions, and make recommendations;
- ability to break down problems or processes into key elements to identify and address gaps in service, quality assurance, compliance and performance objectives;
- knowledge and ability to apply techniques to generate creative ideas and new approaches to achieving goals;
- ability to use evidence and research to inform policies and programmes and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.
- demonstrate functional IT competence using appropriate tools;
- ability to make good use of graphs and tables to effectively present numerical data in order to write semi-complex technical reports/proposals and to modify/verify canvases, letters, etc.;
- ability to convey information in a clear and concise manner, in a succinct and organised manner, both in writing and by oral means;
- ability to speak one of the official languages of ECOWAS: English, French or Portuguese. Knowledge of a second official ECOWAS language is an advantage.
- exhibit interpersonal skills, make presentations, express opinions and debate ideas with others in a constructive manner;
- proficiency in information communication technologies (ICT);
- ability to develop, implement an individual action plan for the achievement of specific work objectives;

- identify, organise and track tasks from start to finish to facilitate implementation;
- ability to organise work, set priorities and work on time, paying attention to details, stakeholders, indicators and risks;
- ability to identify, collect and evaluate indicators to monitor performance and take proactive corrective action if necessary.

1. To complete the [JOB APPLICATION FORM](#), press the “control” button (ctrl) and click on the link.
2. **Assessment method:** Assessment of qualified candidates may include a written exercise and a competency-based interview.

3. Only shortlisted applicants will be contacted for the interviews.

4. GIABA Work Environment:

GIABA provides a work environment that reflects the values of gender equality, diversity, integrity and a healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore, we encourage women to apply for positions that suit their competencies. Individuals from minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are also highly encouraged to apply. Diversity, Equity and Inclusion is at the heart of GIABA's workforce.

5. Disclaimer:

Selection and appointment will be subject to background and reference checks and other administrative requirements.

GIABA does not charge for any application, processing, training, interviewing, testing in connection with application or recruitment processes and does not concern itself with information on applicants' bank accounts.