



JOB PROFILE

JOB TITLE	INFORMATION MANAGER
JOB CODE	20001172
INSTITUTION	INTERGOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)
GRADE	P3/P4
INSTITUTION / AGENCY	GIABA
DEPARTMENT	
ANNUAL SALARY	UA 43,414.62 (\$68,499.59) /UA 50,354.45 (\$79,449.26)
STATUS	PERMANENT
DIRECTORATE	OFFICE OF THE DIRECTOR GENERAL
DIVISION	GIABA INFORMATION CENTRE (ABIDJAN – CÔTE D’IVOIRE)
LINE SUPERVISOR	PRINCIPAL OFFICER - COMMUNICATION & ADVOCACY
SUPERVISING	- Communication Assistant - Driver
DUTY STATION	ABIDJAN – COTE D’IVOIRE
Application email address	g1172infman@giaba.org
Application date line	28/02/ 2026

ROLE OVERVIEW

Under the supervision of the Communication & Advocacy Officer in the Secretariat, the incumbent is to head the Information Centre in Abidjan, Republic of Côte d’Ivoire.

ROLE AND RESPONSIBILITIES

- Develop active communication and advocacy activities relevant to the effective implementation of AML/CFT measures and good governance principles in West Africa;
- Ensure the planning, coordination, and control of activities of the Information Centre;
- Ensure internal and external visibility of the actions and results of the Unit;
- Ensure periodic efficient reporting on activities implemented and the results to the Giaba Secretariat;
- Ensure the coordination of the team of the Department’s collaborators;
- Ensure the collection of information from various sources, prepare press releases, statements, etc;
- Ensure the analysis of current issues and assess their potential impact;
- Ensure evaluation of the information campaigns’ effectiveness;
- Identify and propose topics for the information bulletin, data sheets, public announcements or press releases and other promotion tools;
- Ensure the treatment of interview requests;
- Participate in the sensitization activities of the Director General in the region;
- Ensure the treatment of various requests for information from third parties;
- Ensure the promotion of partnerships with the civil society, particularly the media;
- Ensure the preparation of speeches of the Director General;
- Support GIABA’s national correspondents’ network;
- Establish and manage the public information centre of the Institution;
- Participate in the improvement and enrichment and management of the GIABA website.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor’s degree (or equivalent) in Information Management, Journalism, Public Relations, Mass Communication, Strategic Studies, Public Policy, Social Advocacy, or any Social Sciences, or a related field from a recognized University.

- A least 5 years of experience in the development/implementation of Communication strategies or AML/CFT programs;
- Knowledge of and experience with AML/CFT/P policies, strategies and compliance frameworks;
- knowledge and understanding of ML/TF/PF risks and conduct of related risk assessments;

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

- 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 instill a spirit of teamwork 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 to recommend and explain solutions or alternatives for approval;
- Ability to utilize 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;
- Contribute to maintaining the organizational unit's performance goals and standards.
- Strong Interpersonal skills with the ability to keep stakeholders informed of progress or setbacks in projects of relevance to timeline, quality and quantity;
- Ability to proactively interact with clients and build strong trusting relationships based on mutual respect and regular discussions;
- Ability to establish and sustain professional credibility with clients/stakeholders in a manner that anticipates their need, mitigates issues and that carefully balances professional obligations with the need to be sensitive and responsive to their needs;
- Ability to counsel, advise, consult and guide others on matters pertaining to assigned client service responsibilities and established client service standards;
- Proven experience in the management of health information system;
- Knowledge in database development and management. Dhis2 knowledge will be an advantage;
- Advanced knowledge in health information analysis tools;
- Excellent management capacity, including networking and alliance building;
- Ability to work within a multinational environment and with a diverse range of people and organizations at the national, regional and global levels;
- Demonstrated ability to work in team settings, group facilitation and good interpersonal skills;

- Proven knowledge of new developments in own occupation/profession;
- Effective organizational skills with the ability to prioritize.
- Demonstrate respect for cultural differences, fairness and ability to relate well with people from varied backgrounds, nationality, gender, ethnicity, race and religion;
- Understanding of diverse cultural views, especially within West Africa, with sensitivity to group differences; ability to challenge bias and to practice tolerance and empathy;
- Ability to listen actively, consider people's concerns and apply judgement, tact and diplomacy;
- Ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths;
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- Ability to encourage, empower, and advocate for people in an un-biased and transparent manner.
- Knowledge of ECOWAS institutions, sectors, programmes and policies;
- Knowledge of ECOWAS internal operational requirements of programs, projects, services and systems required to achieve work assignments and meet performance goals;
- Knowledge of rules and procedures of ECOWAS associated assigned responsibilities and ability to explain these clearly to others;
- Knowledge of the ECOWAS culture, structures and performance issues and priorities impacting assigned responsibilities;
- Knowledge of member states development trends, indicators, challenges and opportunities as it relates to project/programme assigned to own position.
- Ability to study data/information from a variety of sources, identify anomalies, trends and issues, present findings, and make recommendations;
- Ability to break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance and performance targets;
- Knowledge of and ability to apply techniques to generate creative ideas and new approaches to meeting goals;
- Ability to use evidence and research to inform policies and programs and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.
- Demonstrate operational computer proficiency using appropriate tools;
- Ability to make sound use of graphics and tables to effectively present numerical data to write semi-complex technical reports/proposals and edit/check templates, letters, etc.
- Ability to convey information clearly and concisely in a succinct and organized manner through both writing and verbal means ;
- Exhibit interpersonal skills, make presentations, express opinions and debate ideas with others in a constructive manner;
- Proficiency in information communication technologies (ICT);
- Fluency in oral and written expressions in one of the ECOWAS official languages (English, French & Portuguese). Knowledge of an additional one will be an added advantage.
- Ability to develop, implement an individual action plan for achieving specific work goals;
- identify, organize and monitor tasks throughout to facilitate execution;
- Ability to contribute and/or lead on projects as per accepted project management standards and techniques, to co-ordinate contributions by others to set and meet deadlines;
- Ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators and risks;
- Ability to identify, collect and assess indicators to monitor performance and to take proactive remedial action as required.

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.