



JOB PROFILE

JOB TITLE	RESEARCH, DOCUMENTATION AND PUBLICATION ASSISTANT
JOB CODE	20001141
INSTITUTION	INTERGOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)
GRADE	G4/G5/G6
INSTITUTION / AGENCY	GIABA
ANNUAL SALARY	G4: UC 26,768.180 (US\$ 42,234.84) G5: UC 31,502.30 (US\$ 49,704.33) / G6: UC 35,815.21 (US\$ 56,509.24)
STATUS	PERMANENT
DIRECTORATE	DIRECTORATE POLICY AND RESEARCH
DIVISION	RESEARCH
LINE SUPERVISOR	RESEARCH & DOCUMENTATION OFFICER
SUPERVISING	
DUTY STATION	DAKAR-SENEGAL
Application email address	g1141resdocass@giaba.org
Application date line	28/02/2026

ROLE OVERVIEW

Under the authority of the Director Policy and Research and under the daily supervision of the Research & Documentation Officer, the incumbent will perform duties and provide support to all activities related to documentation at GIABA headquarters, including managing the Central administration record system; managing physical and virtual libraries at the Headquarters of GIABA, and providing support for research (databases searches, information support for concept notes development and annual reports). He/she will be assisting in the finalisation of technical reports for distribution and/or publication.

ROLE AND RESPONSABILITIES

- Draft concept notes, background papers and presentations.
- Assist in the development of research proposals.
- Assist in the coordination of the regional ML/TF research network.
- Conduct literature searches for ongoing studies and other works.
- Assist in the development of research instruments.
- Assist in the collection, collation and analysis of relevant data.
- Assist in the preparation of research reports.
- Support typologies and other related projects of the FATF and members of the Global Network as well as other partners.
- Maintain a database of typologies collected from open sources
- Closely work with the Risk Monitoring Assistant to support the analysis of ML/TF risks as required from time to time.
- Manage physical and virtual libraries at the Headquarters of GIABA.
- Provide support for research (databases searches, information support for concept notes development and annual reports and other specialized reports).
- Operate the Computer based training centre
- Manage, guide and support visitors to the Documentation centre.
- Support the two GIABA Information Centers located at Lagos and Abidjan as required.
- Support the implementation of GIABA's publication guidelines;
- Manage the inventory of GIABA's publications.
- Draft relevant reports as may be required from time to time.

- Ensure that pertinent documentation is available, either in hard copy or electronically, for research, reference and consultative purposes.
- Prepare work papers for the implementation and evaluation of projects.
- Actively participate in the management of the GIABA Documentation Centre.
- Perform other duties as may be assigned from time to time.

ACADEMIC QUALIFICATIONS AND EXPERIENCES:

- **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 research and documentation or project administration, technical cooperation or related area is required. Experience in general office support is desirable. Good mastery of Microsoft applications and data analysis.

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

Age limit is not applicable to internal candidates.

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.
- 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.
- 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.
- Ability to speak one of the official languages of ECOWAS: English, French or Portuguese. Knowledge of a second official ECOWAS language is 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.

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.

6. This position is subject to local recruitment pursuant to staff rule article 9.3 of the ECOWAS Staff Regulations (revised 2021). All staff in the General Service and related categories shall be recruited from ECOWAS citizens who are resident in the Member state where the position has been advertised. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.