



JOB PROFILE

JOB TITLE	INTERPRETER (French booth)
JOB CODE	20001168
INSTITUTION	INTERGOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)
GRADE	P4/P5
INSTITUTION / AGENCY	GIABA
DEPARTMENT	ADMINISTRATION & FINANCE (pooling with EGDC)
ANNUAL SALARY	P4 UA 50, 354.45 (\$79,449.26) / P5 UA 57,772.51 (\$91,153.46)
STATUS	PERMANENT
DIRECTORATE	ADMINISTRATION & FINANCE (pooling with EGDC)
DIVISION	LANGUAGES
LINE SUPERVISOR	DIRECTOR, ADMINISTRATION & FINANCE
SUPERVISING	
DUTY STATION	DAKAR - SENEGAL
Application Email Address	g1168intfr@giaba.org
Application date line	28/02/2026

ROLE OVERVIEW

Under the supervision of the Director, Administration & Finance, the incumbent shall in accordance with professional standards, provide interpretation services for meetings and events of the GIABA & the EGDC, ensuring high linguistic and terminological quality and application of the related jargon. She/he shall facilitate the setting up and updating of the terminology database and compilation of glossaries.

ROLE AND RESPONSIBILITIES

- Service all meetings as assigned by the Management.
- Provide interpretation in relevant language combination, (simultaneous, consecutive, whispering, liaison) of speeches or statements.
- Routinely assigned to sensitive meetings.
- **Language Combination: French A, English C** (Any proven language in either of the other two working languages of the Community will be an advantage).
- Function as language team leader when assigned to a given meeting.
- Assist the language unit, as appropriate, in the screening, training and conduct of examination for prospective interpreters to be hired to cover workshops, etc.
- Participate in the establishment of terminology database, a compilation of glossaries, etc.
- Perform other related duties as assigned (assisting in translations, among others).

ACADEMIC QUALIFICATIONS AND EXPERIENCE

Education:

- Masters degree in Conference Interpretation from a recognized university or Institute.

Experience:

- 10 years of experience in Interpretation (four of which should be as a staff Interpreter).
- Exhibit highest standards of split-second accuracy, consistency and faithfulness to the style and nuances of the original and source languages.
- Proven understating of how to “weigh” Interpretation teams.
- Ability to maintain highest standard of confidentiality.
- Knowledge of terminological and reference research techniques with ability to use wide variety of information.
- Proven professional competence and mastery of subject matter.

- Seek to develop oneself professionally and personally and keep abreast of new developments in own occupation/profession.
- Proven comprehension of every imaginable accent, in addition to coping with issues of speed and style.
- Ability to find proper cultural equivalents and take cultural context into account, thorough knowledge of both language and culture is thus required.
- Proven capacity to uphold team coherence and booth manners.
- A perfect command of the target language and an excellent knowledge of the source language. Good knowledge of the third language of ECOWAS is an advantage.

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 lead in assigned programmes and projects by providing the necessary managerial and operational expertise required for the fulfilment of the organisation's mandate;
- ability to lead by example and organise teamwork to encourage cooperation to achieve targeted results, champion and build momentum for change and to bring about employee engagement; develops and implement internal controls for a pilot program to manage potential barriers to implementation;
- ability to respect the chain of command in an appropriate manner;
- excellent self-management skills, demonstrating ethics and integrity, confidentiality and displaying due regard for internal controls of rules, delegations and transparency;
- ability to bring together complementary skills/expertise, assess individual contributions and recognize/address accomplishments and shortcomings in a manner that brings continued success to the organization;
- knowledge of program management at the level usually acquired from a certification in program management.
- ability to research benchmarks and trends to bring about the best recommendations for the development and improvement of programs/projects that will best serve the community/organisation;
- well-developed networking and interpersonal skills to seek feedback, information and data from a network of professionals from multiple countries/sectors/organizations and to identify and prioritize the most critical community requirements;

- ability to manage and coordinate client management initiatives and make recommendations;
- ability to develop and implement best practices in client services;
- ability to develop and implement stakeholder management plans, programs and initiatives to obtain buy-in on new initiatives, to better understand dissenting views, to obtain resources and to increase perceptions of success.
- ability to be diplomatic, tactful and respectful of other people from varied backgrounds, understanding diverse cultural views especially within West Africa with the ability to convert diversity into opportunities to improve program/operational outcomes;
- ability to create a diverse and inclusive interactive environment that benefits from diverse strengths bringing together innovative practices;
- ability to remain objective in managing conflict regardless of cultural differences /positions, and gender differences, and encourage other staff to overcome cultural and gender bias and differences;
- ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- ability to serve the interest of culturally diverse multinational teams/organisations/communities and persons with disability without prejudice and bias.
- understanding of the ECOWAS organizational structure, associated dynamics and expectations as required to collaborate, participate, contribute and lead effectively;
- knowledge of the ECOWAS mandate, strategic plan/priorities as well as the economic, political and social situation and trends in member states, as pertains to own scope of work;
- knowledge of ECOWAS best practices, programme management approaches and research techniques to lead and/or contribute to the development or assessment of programs, projects or initiatives;
- knowledge of the ECOWAS rules and procedures in order to appropriately interpret and apply directive text, provide technical advice, coach others and assess performance.
- ability to analyse a situation by using indicators to assess the costs, benefits, risks, and chances for success, in making decisions;
- ability to pull together information from different sources to identify the cause of problems, consequences of alternative causes of action, potential obstacles and ways to avoid the problem in the future;
- ability to break down very complex situations/information into simple terms to explain recommendations and conclusions aimed at solving problems or improving operations/programmes/projects;
- ability to develop new insights into situations, apply innovative solutions to problems and to design new methods of addressing issues or disconnects where established methods and procedures are inapplicable or no longer effective.
- ability to communicate with impact, clearly and concisely in a succinct and organized manner conveying credibility & confidence when making presentations, setting expectations and explaining complex issues;
- ability to listen intently and correctly interpret messages from others and respond appropriately;
- accomplished technical writing and editing skills;
- exhibit active listening skills to encourage stronger communication amongst team members, to show care and make them feel valued and to drive employee engagement in all institutions and agencies;
- ability to give constructive feedback, provide recognition, address shortcomings and motivate direct reports to work at peak performance;
- 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.
- organisational and project/programme management skills with significant experience identifying timelines, targets, costs and resources necessary to deliver on operational/programme/project ability to set effective goals and targets for self, others, and the work unit and adjusting work or project priorities in response to changing circumstances;

- ability to use the participatory approach in project planning and identify gaps affecting the achievement of program/project expectations and to design and implement intervention plans required to build the desired task;
- ability to implement rigorous monitoring and evaluation practices and to set in place regular reporting schedules relevant to key outputs;
- ability to plan, organize, control resources, and to comply with policies, procedures and protocols to achieve specific goals.

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.