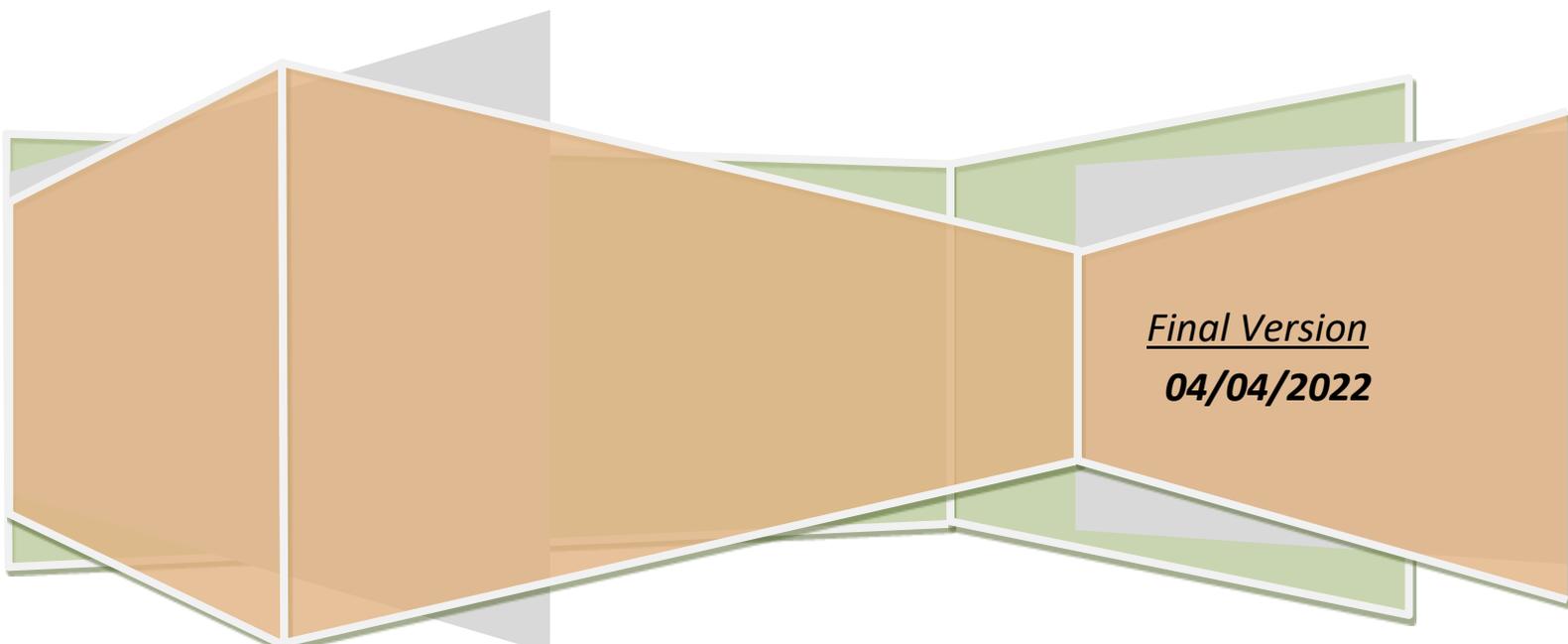


**INTERGOVERNMENTAL ACTION  
GROUP AGAINST MONEY  
LAUNDERING IN WEST AFRICA  
(GIABA)**

**JOB DESCRIPTION:  
DIRECTOR-GENERAL**



*Final Version*  
**04/04/2022**

**JOB DESCRIPTION : DIRECTOR-GENERAL**

<b>JOB TITLE:</b>	<b>Director-General, GIABA</b>
<b>REF NO:</b>	
<b>REPORTS TO:</b>	<b>GIABA Ministerial Committee</b>
<b>DUTY STATION:</b>	<b>Dakar, Senegal</b>
<b>SUPERVISES:</b>	<b>All Directorates</b>
<b>THE INTERGOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)</b>	
<ol style="list-style-type: none"> <li>1. The Intergovernmental Action Group against Money Laundering in West Africa (<b>GIABA</b>) was established in 1999 by the Authority of Heads of State and Government of the Economic Community of West African States (ECOWAS). It is headed by a Director-General.</li> <li>2. <b>GIABA</b> is an ECOWAS specialised institution, responsible for preventing and supervising the plagues of money laundering, terrorist financing and the proliferation of weapons of mass destruction in its Member States.</li> <li>3. In June 2021, GIABA had 17 Member States, including the 15 ECOWAS countries, the Union of the Comoros and Sao Tome and Principe. It also had several African and non-African observer countries and regional and non-regional observer institutions and organisations</li> <li>4. GIABA is a FATF (Financial Action Task Force) style regional body for West Africa and an associate member of the Financial Action Task Force. Thus, GIABA is a member of the Global Network against Money Laundering, Terrorist Financing and Proliferation of Weapons of Mass Destruction (AML/CFT/PF). GIABA is required to adopt and comply with the high-level principles and objectives of the Global Network.</li> <li>5. GIABA bodies are: <ul style="list-style-type: none"> <li>• The ECOWAS Council of Ministers;</li> <li>• The GIABA Ministerial Committee;</li> <li>• The Administrative Secretariat;</li> <li>• The Technical Committee;</li> <li>• The Network of National Correspondents</li> </ul> </li> </ol>	
<b>ROLE OVERVIEW:</b>	
<ol style="list-style-type: none"> <li>1. The Director-General shall be appointed on the basis of his/her personal leadership skills, experience and competence, and shall be appointed for a non-renewable term of four years. He/she shall be a member of a team that provides leadership at the political and technical levels with a view to advancing the work of GIABA in its specialised areas.</li> </ol>	

## JOB DESCRIPTION : DIRECTOR-GENERAL

2. Under the supervision of the President of the Commission, the Director-General ensures the implementation of the decisions of the ECOWAS Authority of Heads of State and Government, the GIABA Ministerial Committee and the Council of Ministers, in accordance with established rules and procedures. He/she shall be responsible for the overall management and smooth functioning of GIABA.

### **ROLE AND RESPONSIBILITIES :**

Under the authority of the Ministerial Committee and the supervision of the ECOWAS Commission President and other GIABA bodies, the Director-General shall:

1. Implement the Ministerial Committee's decisions and at the level of the Financial Action Task Force;
2. Prepare and implement relevant policies on anti-money laundering, counter-terrorist financing (AML/CFT) and capacity-building programmes;
3. Supervise Member States' compliance with FATF AML/CFT/FP standards and monitoring of money laundering, terrorist financing and proliferation financing risks in Member States;
4. Assist Member States in taking measures to mitigate risks and improve their overall compliance with international AML/CFT/FP standards;
5. Oversee the various activities of GIABA as a FATF-style regional body (FSRB), including mutual evaluation of Member States and the monitoring of their performance;
6. Conduct research and typology projects on AML/CFT/FP;
7. Mobilise resources and facilitate regional and international collaboration and cooperation, etc.;
8. Protect and strengthen the FATF and ECOWAS labels;
9. Prepare the draft budget and implement it after adoption by the Council of Ministers;
10. Identify Member States' needs for technical assistance and mobilise such assistance;
11. Liaise with signatory States and other regional groups, international organisations and third countries falling within its sphere of competence;
12. Collaborate with international regional bodies, specialised institutions and public/private partnerships to facilitate the implementation of regional programmes;
13. Manage the directors and staff within his/her department;

## JOB DESCRIPTION : DIRECTOR-GENERAL

14. Organise the directorates within his/her department by clearly defining the hierarchical order and responsibilities

### QUALIFICATIONS AND EXPERIENCE

The candidate must:

1. Hold a Master's degree (A-level+5) or equivalent in law, economics, public administration, business management or any other discipline related to the job description, awarded by a recognised University or Higher Education School/Institute;
2. Holding an additional diploma/certificate in one of the related fields or in management may be an advantage;
3. Have at least fifteen (15) years of professional experience in areas of activity related to the job description, including at least seven (7) years in a senior management position at the national level or in a regional or international organisation;
4. Have knowledge of the international framework for combating money laundering and terrorist financing (AML/CFT) and its application;
5. Have experience in the field of AML/CFT and knowledge of the core functions of an FSRB (mutual evaluations and compliance, capacity building, research and typologies, risk assessment);
6. Have managed directors in charge of various divisions;
7. Have oral and written fluency in one of the official languages of ECOWAS (English/French/Portuguese) with working knowledge of a second official language of the Community;
8. Sound knowledge and practical use of IT tools such as Microsoft Office (Word, Excel, PowerPoint, etc.) and applicable software.

### KEY COMPETENCIES, IN PARTICULAR:

- a) Professionalism
- b) Planning and organisation
- c) Accountability
- d) Communication
- e) Team work

### MANAGERIAL COMPETENCIES

- a) Ability to plan effectively;
- b) Ability to utilise and develop staff potential;
- c) Ability to set, monitor and maintain good performance standards;

## JOB DESCRIPTION : DIRECTOR-GENERAL

- d) Ability to work in a multicultural setting;
- e) Ability to conduct meetings effectively;
- f) Ability to manage organisations and develop partnerships;
- g) Ability to coordinate, monitor and evaluate;
- h) Ability to negotiate with the public to achieve a result or reach a consensus;
- i) Communication skills to influence groups (peers and stakeholders outside the organisation);
- j) Team player and ability to work in a multicultural setting;
- k) Demonstrate fairness;
- l) Good personal organisation with the ability to set priorities and adjust to various situations;
- m) Ability to manage and interact with colleagues, donors and teams, and solve interpersonal conflicts.