

**AFRICAN DEVELOPMENT BANK
VACANCY NOTICE N° ADB/12/101¹**

Position title: Assistant To The Chief Economist And Vice President	Grade: PL-3	Position N°: 1104A (SAP 50078311)	Closing date: 17 MAY 2012
Department: Office Of The Chief Economist (ECON)	Supervisor's Title: The Chief Economist And Vice President, Econ		
<p>Objectives: The office of the Chief Economist and Vice President has the main responsibility of providing advice and analysis to the President, Senior Management and the Board of Directors on key development issues facing Africa and the Bank in the following areas: research programs, economic issues, financial and non-financial products, knowledge dissemination and communication. The primary role of the assistant is to assist the Chief Economist and Vice Presidential in effectively delivering on mandate of the ECON Complex.</p> <p>Duties & Responsibilities: Under the general supervision of the Chief Economist, the Assistant to the Chief Economist and Vice President shall have responsibility to:</p> <ol style="list-style-type: none"> 1. Provide intellectual support to the Chief Economist in priority areas of research which are in line with the operational priorities of the Bank. 2. Assist in the launch of major research initiatives that are in responds to new development policy challenges and constraints facing the Bank, e.g., the role of the Bank in the evolving global aid architecture. 3. Assist the Chief Economist in any effort in the direction of facilitating the strong linkage and synergy between the knowledge – departments in the Bank. 4. Participate in overseeing the knowledge dissemination work of the Bank. 5. Provide the necessary support, in the close cooperation with concerned departments, the broader work of knowledge generation and dissemination in the Bank by: <ol style="list-style-type: none"> a) providing input in any Bank-wide committee tasked with coming up with proposals on knowledge collection, synthesis, and dissemination for staff, clients, and partners; b) participating in the facilitation in the establishment of thematic and sector-specific networks; and c) participating n the promotion of more open team-based learning by supporting greated interaction among the networks. 6. Undertake research on development policy issues with emphasis on the priority areas of the Bank. 7. The Assistant operates under very limited supervision. S/he reports to the Chief Economist. However, day to day work is carried out with minimum supervision. 8. The Assistant regularly interacts with staff in the Chief Economist's Front Office, Directors, Line Managers, Resident Representatives and Country Teams to co-ordinate the budget cycle activities in line with the WPAs and related KPIs 9. The incumbent's work will be carried out in consultation with the Adviser, Budget and Resource Mobilisation Coordinator of the ECON Complex. 10. Does not supervise directly any staff; however s/he will be consulted by the persons wanting to see the Chief Economist. 11. Miscellaneous/Administrative: <ol style="list-style-type: none"> i. Support Country Teams, line Managers and Task Managers to ensure effective delivery of the Work Programme. ii. Perform other tasks as requested by the Adviser and/or the Chief Economist. <p>Selection Criteria (Including desirable skills, knowledge and experience)</p> <ul style="list-style-type: none"> ▪ At least a PhD in economics, development finance or a related field (i.e knowledge management) with a strong background in research and quantitative methods. ▪ Minimum of 7 years of relevant professional experience in a similar position and in a research or development institution. • Excellent knowledge Management and integrative skills to operate at the intersection of knowledge management, capacity building, and results dissemination, communication and technology to foster awareness of evaluation findings and influence their use among key audience groups. • Demonstrated ability, recognized both within and outside the Bank Group, to provide professional advice on strategic, operational and analytical issues affecting OPEV's mandate • Broad experience in knowledge management and dissemination and familiarity with performance management issues in both public and private sector settings, preferably including a strong interest in capacity building initiatives • Analytical background and aptitude, with a substantial background in development evaluation or similar analytical work, with a record of leadership and accomplishments • Excellent teamwork and interpersonal skills in operating collaboratively across organizational boundaries on a wide range of policy, technical and implementation issues. • Highly developed communication and diplomatic skills to function effectively at the highest levels in a multi-cultural environment, combined with a track record of building and maintaining partnerships with colleagues and clients. • Proactive and innovative, with an open and collegial work style with ability to listen and integrate ideas from diverse views, create partnerships, and collaborate with others. • Excellent organizational and time management skills • Competence in the use of Bank standard software (Word, Excel, Access, and PowerPoint); knowledge of SAP desirable; • Ability to communicate and write effectively in English and/or French with a good command of the other language. 			
Submitted by: Harold AKINGBADE-TAYLOR, OIC, CHRM.1			Date :
Approved by: Gemina ARCHER-DAVIES, Director, CHRM			Date :

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit an online application, and attach a comprehensive Curriculum Vitae (CV). The President, AfDB, reserves the right to appoint a candidate at a lower level. **The African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply:** www.afdb.org/jobs