

AFRICAN DEVELOPMENT BANK
VACANCY ANNOUNCEMENT N° ADB/11/165

Position Title : Chief Disbursement Controller	Grade : PL-3	Closing Date : 09 th June 2012
Department/Division: Financial Control (FFCO)/Loan Disbursement Division (FFCO.3)	Supervisor's Name and Title: Division Manager,FFCO.3	

Objectives:

The primary objectives of the position is to: (i) ensure that the highest standards of internal control are maintained in the disbursement management process; (ii) ensure the integrity of disbursement data in the Bank's financial statements; and (iii) provide high-level professional advice on disbursement procedures, new initiatives proposed by management and other decision making organs of the ADB Group. In addition, the incumbent will oversee the processing of loan and grant disbursements, contribute to portfolio monitoring and ensure that disbursement arrangements for proposed projects are compliant with ADB disbursement policies.

Duties and Responsibilities:

The incumbent will report to the Manager of Disbursements Administration and will:

- Develop, maintain and enforce procedures to ensure (i) high standard of internal controls; and (ii) Coherence and integrity of disbursement related data particularly as it impacts the financial statements.
- Lead/manage system development activities:
 - Evaluate existing systems, identify the need for new systems or modifications to existing systems, identify system issues, and resolve issues identified, in coordination with the Information Systems and Technology department
 - Serve as the principal liaison between the Disbursement Division and the Bank's Information Technology Department, particularly on initiatives to continually enhance the efficiency of disbursement processes
 - Oversee the data processing and data management of loan and grants to ensure that financial information and disbursement transactions are properly maintained in the if systems
- Prepare reports on disbursement activities to Management and the Boards of Directors, as well as verification and exception reports for follow-up by staff in Operations, the Financial Control Department and the Treasury Department.
- Be the primary contact person on disbursement harmonization initiatives and activities.
- Prepare or update disbursement policies and guidelines for the approval of Management.
- Assist as required in training of Regional Member Countries on disbursement procedures and policies
- Represent the Disbursement Division on relevant Bank-wide working groups.
- Monitor the follow up and implementation of Audit recommendations.
- Assist the Division Manager on other assignments, as required.

Selection Criteria (including desirable skills, knowledge and experience)

- At least a Masters in Accounting, Finance, Business Administration, with a minimum of 7 years of experience
- A very strong working knowledge of SAP R/3. Certification in one or more modules (preferably CML or FI) is an advantage.
- Good knowledge of accounting and financial information systems.
- Experience with internal audit and internal control systems and procedures, with the ability to assess such systems and recommend remedial action where necessary
- Understanding of management information systems and the application of new information technologies
- Capacity to function as a member of multi-disciplinary team, search for common ground, and where appropriate recommend decisive actions
- Proven ability to manage and deliver multiple concurrent projects on time.
- Strong communication skills, with the ability to prepare, present and discuss technical issues in a manner understandable to non-technicians.
- Ability to communicate (write and speak) effectively in English or French with a working knowledge of the other language.

<u>Submitted by:</u> Mohamed Youssouf, Division Manager, CHRM.1	<u>Date :</u>
<u>Approved by:</u> Gemina Archer-Davies, Director, CHRM	<u>Date :</u>

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 they submit a fully completed Personal History Form (PHF) available from the Bank's web site and attach comprehensive curriculum Vitae (CV) showing date Of birth and nationality and preferably submitted electronically to: recruit@afdb.org. African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply. <http://www.afdb.org/jobs>.