

AFRICAN DEVELOPMENT BANK
VACANCY NOTICE No. ADB/12/160

<u>Position Title :</u> CHIEF PROGRAM OFFICER CONGO BASIN FOREST FUND (CBFF) (PROJECT STAFF)	<u>GRADE:</u> PL3¹	<u>Position N°:</u> 50080987	<u>Closing date:</u> 15 June 2012
<u>Department/Division :</u> AGRICULTURE AND AGRO-INDUSTRY (OSAN)	<u>Supervisor's Name and Title :</u> CLOTILDE MOLLO NGOMBA, COORDINATOR, CBFF		
<p>The overall goal of the Congo Basin Forest Fund (CBFF) is to alleviate poverty and address climate change through reducing the rate of deforestation. Its purpose is to: i) slow and eventually reverse the rate of deforestation in the Congo Basin; ii) provide support mechanisms which conserve the forests and iii) maintain benefits to local communities. Launched in June 2008, the UK and Norway Government have committed GBP 50 million and US\$ 100 million respectively. The CBFF Governing Council, co-chaired by Hon. Paul Martin and Prof. Wangari Maathai, provides strategic guidance, oversight and ensures broad donor and stakeholder participation of the CBFF. The Bank hosts the CBFF Secretariat which is headed by the Coordinator.</p> <p><u>Duties and Responsibilities:</u> The main responsibility of the CBFF Chief Program Officer will be to assist the CBFF Coordinator in work planning, handling the Secretariat activities and deliverables and portfolio management.</p> <p>Under the supervision of the CBFF Coordinator, the incumbent will carry out the following tasks:</p> <ul style="list-style-type: none"> • Leading the CBFF operational activities relating to project identification, preparation, appraisal, mid-term review, supervision, post-evaluation (PCR) and submission to grant proposal to the ADB Board. Overseeing of the management of the CBFF Portfolio, including Government projects, civil society and other stakeholder projects, ensuring integration of all aspects of the design, development and implementation of projects; • Providing technical and policy advice to CBFF team and professional staff from COMIFAC member countries during project implementation including procurement, project monitoring, disbursement and evaluation. Monitoring the status of progress, challenges and administrative issues related to the CBFF portfolio; and reviewing project documents and aide memoires from supervision missions; • Ensuring that the ADB's rules and procedures for procurement, disbursement, legal agreements, anti-corruption action planning, and social/environmental safeguards are properly applied; • Organizing regular technical and financial reviews of ongoing projects and identifying areas for improvement in regard to problem projects; • Preparing reports and briefing materials for ADB management and the CBFF Governing Council; • Defending CBFF projects at the Board and/or responding to Board questions on CBFF operations; • Working with relevant Bank departments, Country Teams and Regional Departments to ensure that CBFF operations meet Bank standards and conform to Country policies and CBFF operational procedures; • Managing the CBFF Secretariat in the absence of the CBFF Coordinator in addition to coaching, mentoring and providing guidance, as necessary, to CBFF operation staff; and • Performing any other duties pertinent to the work of CBFF, assigned by the CBFF Coordinator or OSAN Director. 			

¹ THIS POSITION IS NOT A BANK'S POSITION BUT A PROJECT STAFF FUNDED BY CBFF- THE CONTRACT TERMS AND CONDITIONS DIFFER FROM THE BANK'S

Selection Criteria: (including desirable skills, knowledge and experience)

- At least a Master or equivalent university degree in Program/Project Management or related field;
- Minimum of seven (07) years of experience in Program/ Project Management, and strong experience in the design and delivery of donor-financed operations (including Government projects, projects implemented by NGOs and /or community based organizations), as well as project management, preferably in multilateral development agencies in Africa;
- Sound understanding of forestry sector policies and objectives and issues related to sustainable management of rainforests and the role of forests in mitigation and adaptation to climate change (REDD) process is an asset;
- Ability to analyze, understand and resolve complex problems related to management of development projects that are focused on results. Good understanding of ADB procurement and disbursement procedures is an asset;
- Excellent organizational skills and prioritization of the work program, meeting deadlines, conducting several activities while simultaneously coordinating the work of others;
- Being capable of working in a team with colleagues with respect for diversity and gender;
- Ability to provide advice and strategies to enable others to achieve goals and solve problems;
- Ability to communicate and write effectively in English with a good working knowledge of French; knowledge of Spanish would be a definite advantage;
- Competence in the use of Bank standard software (Word, Excel, Access, Power-point, MS projects); knowledge of SAP is essential;
- Willingness to travel to the Congo Basin, including under difficult conditions.

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 attached compressive Curriculum Vitae. The President AFDB reserves the rights to appoint a candidate at a lower level. The African Development Bank is an equal opportunity employer and female candidates are strongly encouraged to apply. www.afdb.org/jobs