

**AFRICAN LEGAL SUPPORT FACILITY
VACANCY NOTICE N° ADB/14/002**

<u>Position Title:</u> Chief Legal Counsel Operations	<u>Grade:</u> Equivalent to AfDB PL3/4	<u>Position N°:</u>	<u>Closing Date:</u> 16 March 2014
AFRICAN LEGAL SUPPORT FACILITY	Supervisor's Title: Director, ALSF		

DESCRIPTION

The African Legal Support Facility ("ALSF" or the "Facility") is an international organization established by Treaty on December 15, 2008. The Facility is temporarily housed at the African Development Bank ("AfDB") in Tunis, Tunisia. Its membership is open to (a) all AfDB member states; (b) other states; (c) AfDB; and (d) other international organizations or institutions. ALSF's main objectives include: (i) assisting AfDB's Regional Member Countries (RMCs) address litigation brought against them by vulture funds (and other such entities); (ii) creating an avenue for AfDB's RMCs to access technical advice when negotiating complex commercial transactions (especially in the area of infrastructure and natural resources); and (iii) investing in and organizing the training of legal counsel from participating RMCs to equip them with legal expertise necessary to better represent their countries.

The institutional structure of the Facility consists of (i) the Governing Council, (ii) the Management Board, and (iii) a Director.

The Governing Council is made up of representatives of the Facility's member states, the Bank, and other international organizations. Its functions include determining and approving policy, appointing the Management Board, authorizing replenishments of resources, and appointing external auditors. The Management Board comprises five (5) persons appointed by the Governing Council and is responsible *inter alia* for approving the annual budgets and annual work programs, issuing By-laws, rules and regulations, and making decisions necessary to ensure the efficient and effective operations of the Facility, and overseeing the management of the Facility's Endowment Fund and exercising of such powers as shall be delegated to it by the Governing Council. The Director will be responsible for managing the ALSF and ensuring it achieves its objectives. Under the direct supervision of the Management Board, the Director will provide leadership, manage resources and coordinate support for activities designed to lead to the attainment of the objectives of the Facility.

The ALSF exercises both advisory and operational functions and responsibilities and renders legal support, advice and services in connection with all aspects of its business including drafting all legal instruments required for the operational activities of the institution and provision of legal opinions for its organs (Management Board and Governing Council).

Duties & Responsibilities:

1. Operational Services

The suitable recruited Counsel shall perform highly specialized legal functions requiring minimum supervision and is responsible for the execution of complex operations related to the services provided by the ALSF to RMCs. In addition, Chief Counsel shall perform the following:

- Coordinate, give guidance and quality control in all project operations done by the Counsel or Consultants of the ALSF;
- Liaise with the ALSF's financial advisor to discuss the terms of financing a request;
- Draft project concept notes and reports to be presented to the Management Board including the financial terms of the operations and other salient terms;
- Attend Management Board meetings at which proposed financial Projects are presented and provide any legal clarification that may be required in the course of the presentation;

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- Draft and negotiate financing agreements and prepare other legal documents required as part of the legal due diligence;
- Assist in the procedure for recruitment of Law firm to assist a beneficiary Country; Liaise with recruited Law Firm, negotiate fees arrangements and ensure external counsel's assistance monitoring;
- Draft project concept notes for request of funding addressed to donors and cooperation units;
- Ensure compliance with applicable rules, regulations and policies as well as make proposals to the Director for the resolution of any issues encountered;
- Undertake other major legal assignments as required by the Director.

2. Project Supervision

Following the approval of the financing and execution of documentation provide legal support services through the term of transaction. Follow up on the on the implementation of the operation and completion report.

Selection Criteria (Including desirable skills, knowledge and experience)

1. At least a Master's degree in Law plus admission to the Bar of (or diploma to practice law in) a member country; or a first university degree plus a relevant combination of academic qualification in Law (e.g. Juris Doctor (JD) plus admission to the Bar of (or diploma to practice law in) a member country of the African Development Bank;
2. A minimum of seven (7) years of professional experience with an established law firm or an international financial institution, with in-depth experience in major international financial transactions;
3. Proven competence in International banking and finance, Project Finance, Private Equity, Development and Public International Law;
4. Excellent negotiation skills and demonstrated ability to work under pressure and deliver within tight deadlines;
5. Possess a versatile multi-disciplinary skills-set, an ability to work in a multi-cultural environment and effective communication, team building, inter-personal, writing and analytical skills;
6. Ability to communicate and write effectively in English and/or French. A working knowledge of French will be an added advantage; and
7. IT Competence in the use of standard software such as MSWord, Power Point, Excel and Internet Explorer .

In addition to the foregoing, the candidate should possess:

1. Possess a high level of integrity, moral values, discretion and confidentiality;
2. Willingness to undertake extensive travel; and
3. Competence in the use of standard IT software (Word, Excel, PowerPoint).

Benefits: Details available on request

Submitted by: Division Manager, CHRM1

Date : February 2014

Approved by: Director, CHRM

Date : February 2014

Only applicants who fully meet ALSF'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 ALSF reserves the right to appoint a candidate at a lower level. The African Legal Support Facility is an equal opportunity employer and female candidates are strongly encouraged to apply. This is not a regular AfDB post and the terms and conditions are determined by the ALSF.