

**AFRICAN DEVELOPMENT BANK
VACANCY NOTICE N°ADB/12/139**

Position Title: Director	Grade: EL-5	Closing date: 25th June 2012
Department: HUMAN RESOURCES DEPARTMENT (CHRM) Vice-Presidency, Corporate Services (CSVP)	Name and Title of Supervisor: Mr. Z. SAKALA, Ag. Vice-President, CSVP	

The African Development Bank's operations and staff are rapidly growing. The continuing decentralization agenda has ensured proximity to customers in 30 African countries. The Human Resources Department is responsible for developing and implementing professional, effective and efficient HR service to the Bank's various organizational units. Operating in a business partnering environment, the Director, Human Resources, supports key business initiatives to recruit and develop talented professionals, grow performance capability, provide best practices in talent management and contribute to higher levels of employee engagement.

Duties and responsibilities: Reporting to, and partnering with, the Vice-President, Corporate Services and supporting Senior Management, the Director will lead a professional HR team to maintain and drive change throughout the Bank while delivering the wider people strategy. As a key member of the leadership team, the Director, Human Resources will work in a varied generalist role to develop and lead the HR function across the Bank ensuring HR aligns with the Bank's strategic business objectives. The CHRM director will oversee the management of four newly established divisions; (i) client services, (ii) administrative services, (iii) programmes, policy and strategy and (iv) employee relations and welfare

- Formulate and recommend human resources policies and programmes in line with the Bank strategies and priorities, in the different areas related to Human resources, including institutional capacity building; career development; staff mobility; performance evaluation, compensation and benefits management, and employee health and well being.
- Plan, organise, direct and coordinate the Human Resources Department's work plan; assign projects and programmatic responsibilities; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Provide leadership and direction to management in the implementation of institutional and HR reforms and renewal by establishing appropriate linkages to the operational strategy of the Bank.
- Advise senior management on the vision and strategic framework for the management of its human resources and the supporting policies and practices in order to make the most effective use of Bank staff;
- Drive change management programmes and effective culture change needed to ensure the success of the organisation.
- Create, implement and revise HR strategy that is aligned with the Bank's vision, mission, strategic objectives, as well as operations;
- Provide leadership in the development of Bank Group's human resources policies, rules, regulations, norms and standards, and ensure their dissemination across the Bank
- Manage and supervise HR Managers, supporting them to achieve strategic and operational targets. Promote a focused and team based culture, to ensure consistent service is provided from CHRM. Plan, organize, direct and supervise human resources planning, recruitment, placement, performance evaluation, career development, compensation and benefits, and social welfare of Bank employees, and determine the appropriate organizational structure of the department. Ensure appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place to support organizational change, culture and values

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

- At least a Master Degree or its equivalent in Human Resources or related disciplines;
- At least ten (10) years of extensive and progressive experience in Human Resource Management of which 7 years should have been at a managerial level in complex. A working experience in a multilateral development organization is an asset;
- Demonstrable experience of working in a client-centric, business partnering environment.
- Strong generalist HR experience, in; (i) employee relations, well-being and work life balance, (ii) recruitment, selection and retention, (iii) remuneration and conditions of employment, (iv) equal opportunities and employment policies, (v) HR information and performance management and

(vi) payroll.

- Demonstrable experience executing organizational transformational change and improvement of processes
- Sound understanding of the business and operational needs with proven capacity to innovate, promote and direct change initiatives in corporate human resource policies and services in large organizations;
- Proven experience in HR Management theories and principles, policy and strategy development, employee relations, personnel administration and different functional areas of Human resources;
- Proven record of building and managing teams and creating an enabling environment, including the ability to effectively lead, supervise, mentor and develop and evaluate staff
- Must be result autonomous, result oriented, self-motivated and possess the ability to combine both "hands on", strategy and policy issues.
- Advanced ability to plan and organize, and deliver under pressure and good problem-solving, people management skills as well as the ability to prioritize and multi-task;
- The position requires strong oral and written communication skills and the ability to deal effectively and diplomatically with all levels of the organization;
- Proven interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and the ability to build trust and provide consultancy to different stakeholders;
- Excellent written and oral communication skills in English and/or French, and good practical knowledge of the other language.

Submitted by: Harold Akingbade-Taylor, Ag. Division Manager, CHRM.1	Date
Approved by: Gemina Archer-Davies, Director, CHRM	Date

Only applicants who fully meet the requirements of the position and are being considered for interview will be contacted. Only applications registered online with a comprehensive Curriculum Vitae (CV) will be considered. The President of the ADB 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