

**AFRICAN DEVELOPMENT BANK  
VACANCY ANNOUNCEMENT N° ADB/14/004**

<u>Position title</u> <b>DIVISION MANAGER – ORQR.4</b>	<u>Grade</u> <b>PL-2</b>	Position N° <b>SAP 50071220</b>	<u>Closing date:</u> <b>21 MARCH 2014</b>
<u>Department/Division</u> <b>QUALITY ASSURANCE AND RESULTS DEPARTMENT (ORQR) GENDER AND SOCIAL DEVELOPMENT MONITORING (ORQR4)</b>			<u>Supervisor's title</u> <b>DIRECTOR, ORQR</b>
<p><b><u>Duties and Responsibilities</u></b></p> <p>The African Development Bank (the Bank) is a leading development institution on the continent, focused on promoting economic development and poverty reduction. It engages with the full range and complexity of development challenges in Africa. It has integrated operations, lending directly to the public and private sectors through a variety of instruments. It also provides advisory services and has an increasing country presence through a growing network of 34 field offices. The Office of the Chief Operating Officer (COO) is charged with improving coherence and coordination across the Bank's complexes, ensuring strategic priorities are reflected in resources allocation, enhancing monitoring and management of performance, and strengthening the focus on results. Within the COO's Office, the Quality Assurance and Results Department (ORQR) seeks to improve the quality and the development impact of the Bank's operations.</p> <p>The department includes four divisions—Results Reporting, Quality Assurance, Compliance and Safeguards and Gender and Social Development Monitoring. The Gender and Social Development Monitoring Division's role is to work towards reducing gender inequalities and promote effective engagement with civil society organisations. As part of its mandate, the Division ensures that gender dimensions are mainstreamed in the Bank's strategies, policies and operations. To promote gender activities, the Bank has recently appointed a Special Envoy on Gender (SEOG) tasked with coordinating and advising on gender.</p> <p><b><u>Specific Duties</u></b> —The Division Manager will work under the general supervision of the Director, ORQR. Core responsibilities include:</p> <ul style="list-style-type: none"> <li>• Plan, organise and coordinate the activities of the Division.</li> <li>• Set the overall objectives, develop work programmes and oversee their execution and ensure that deadlines are met and that the Division's outputs reach highest technical quality standards.</li> <li>• Lead the development and application of tools and processes to mainstream gender in the Bank's country and regional strategy papers as well as in project design.</li> <li>• Ensure mechanisms are in place to provide operations the guidance and support they need in better integrating gender into operations throughout the project lifecycle.</li> <li>• Support the integration of gender into sector policies, strategies and into the Bank's Operations Manual.</li> <li>• Strengthen the Bank institutional capacity to mainstream gender through training and other means;</li> <li>• Assist the SEOG in coordinating and leading the development and revision of action plans for gender mainstreaming.</li> <li>• Support the SEOG in establishing an institutional mechanism and coordinate the implementation of gender policies and strategies.</li> </ul> <p><b><u>Selection Criteria</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of a Master's Degree or its university equivalent in Economics, Social Sciences or related disciplines.</li> <li>• Minimum of eight years of relevant work experience in social development and gender mainstreaming, including through field operations.</li> <li>• Established track record in developing mainstreaming approaches as well as social development policies.</li> <li>• Knowledge and practice of business processes of multilateral development institutions.</li> <li>• Strong interpersonal skills, with a proven ability to build consensus among different stakeholders, create effective networks across institutional boundaries, and lead teams in a multicultural environment;</li> <li>• Demonstrated skills to combine strategic thinking with a good understanding on how to translate ideas into products in a participatory manner, navigating the shortest institutional way possible;</li> <li>• Superior written and oral communication skills in English and/or French (with a working knowledge of the other language).</li> </ul>			
<b><u>Submitted by:</u></b> Division Manager, CHRM.1			<u>Date:</u>
<b><u>Approved by:</u></b> 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 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](http://www.afdb.org/jobs)