

**AFRICAN DEVELOPMENT BANK
VACANCY NOTICE N° ADB/13/076**

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| POSITION TITLE: Division Manager | GRADE: PL-2 | Position N°: 50083710 | Closing date: 25 June 2013 |
| Department/Division: Integrity and Anti-Corruption Department (IACD.0) / Integrity and Prevention Division (IACD.1) | Supervisor's Name & Title: Ms Anna BOSSMAN Director, IACD.0 | | |

Objectives:

1. The Integrity and Prevention Division (IACD.1) of the Integrity and Anti-Corruption Department (IACD.0) is responsible for developing preventive measures to proactively reduce the potential for misconduct, fraud and corruption within Bank Group-financed Operations.
2. The Manager of the Division shall maintain the highest standards of professional proficiency and integrity, and shall be guided by ethos of confidentiality and due diligence. To achieve its mandate, the Division is supervised by the Manager, who reports directly to the Director of the Integrity and Anti-Corruption Department (IACD.0) and shall be empowered to:
 - Develop and implement tools and proactive measures, including campaigns and outreach programs, to train and assist operational staff and other partners of the Bank Group, in order to proactively reduce integrity violations, misconduct, fraud or corruption within Bank Group-financed Operations; Conduct fraud and corruption awareness and publicity programs in Regional Member Countries (RMCs) and provide relevant training for Bank's employees and external partners;
 - Develop and maintain knowledge management database and information sharing network for best practices and lessons learned in integrity, prevention, detection and investigations of misconduct; Provide expert advice to management and field offices on significant integrity concerns and assess whether the potential risk is acceptable to the Bank Group, in accordance with the Bank Group's procedures and guidelines;
 - Develop tools to enhance due diligence practices and recommendation of measures or institutional reforms to close loopholes for ensuring compliance with Bank Group policies and applicable international conventions; Develop and maintain risk assessment strategies and processes to strengthen and reduce vulnerability; In consultation with the Investigations Division (IACD.2), design tests to help disclose the existence of fraud, corruption or abuse; Provide policy support in the review and development of IACD internal procedures and manuals, including management of sanctions and cross-debarment issues and maintenance of IACD database of sanctioned and cross-debarred entities;
 - Assess compliance with conditions for non-debarment and release from debarment in line with imposed sanctions; In consultation with the Investigations Division (IACD.2), provide support for maintenance of the department's (IACD) record management system and in sanctions and cross-debarment activities; Also, in consultation with the Investigations Division (IACD.2), prepare key performance indicators, work plans, progress reports and the department's annual reports.
 - Monitor and report regularly to the Director on planned activities and programs developed for prevention work, as well as performance of any other tasks as instructed by the Director; In consultation with the Investigations Division (IACD.2), review transactions or investigations to ensure that operations financed by the Bank Group comply with Bank Group policies and applicable international conventions.

Duties & Responsibilities: Under the direct supervision of the IACD Director, the Division Manager of the Integrity and Prevention Division shall carry out the following duties and responsibilities:

- Supervising the Division's professional and general support staff and have managerial accountability over their work;
- Planning and allocating resources for the achievement of the division's objectives; Providing training and disseminating lessons learned from investigative results to staff and partners (inside and outside the Bank);
- Mentoring and training staff members on effective prevention tools and techniques;
- Detecting integrity risks in the Bank through the analysis of information collected from all available resources;
- Developing and maintaining risk assessment strategies and processes to strengthen and reduce vulnerability;

- Establishing a Bank-wide view of fraud by aggregating fraud types from investigation reports into a single environment and analyzing them to provide relevant recommendations for fraud prevention;
- Developing tools to enhance due diligence practices and make recommendations for measures or institutional reforms to close loopholes and ensure compliance with Bank Group policies and applicable international conventions.
- Data-mining and analysing Bank Group's databases and information that would lead to investigations.
- Reviewing Bank-financed projects to detect indicators of fraud and corruption and other integrity risks;
- Developing proactive mechanisms to promote prevention of integrity risks in the Bank Group's private sector lending activities;
- Contributing to the development and implementation of pro-active strategies which prevent fraud and corruption in the Bank Group;
- Providing advice and recommendations to the Director, IACD, on the appropriate actions to be taken with regard to fraud prevention;
- Supporting the Bank's broader efforts to enhance measures to combat fraud and corruption through sensitisation and awareness activities;
- Helping regional member countries to fight fraud and corruption by referring investigative findings to national authorities and other government agencies/units and following up on their implementation;
- Enhancing external action in the fight against fraud and corruption by conducting fraud and corruption awareness and publicity programs in Regional Member Countries (RMCs) and the provision of relevant training of Bank's employees in the field offices and with external partners;
- Collaborating in multilateral efforts to mitigate the risks of fraud or corruption in development activities;
- Preparing annual activity report on the activities of the Division and assist in its publication on the Bank's website;
- Contributing to the Department's Annual Integrity Reporting;
- In liaison with IACD.2, acting as the Bank's focal point vis-a-vis the sister institutions in harmonisation and representation activities.
- Leading special initiatives/projects and undertake other ad hoc assignments upon demand.

Selection Criteria (Including desirable skills, knowledge and experience)

- At least a Master's degree or equivalent in Law, Criminology, Audit, Forensic Accounting or any related fields; A professional qualification in Fraud Examination would be an added advantage;
- Preferably a minimum of 8 years of extensive and progressive experience including in a multi-lateral development financial institution or relevant development organization, and demonstrated leadership, management and supervisory skills.
- Substantial professional experience in fraud / loss prevention work;
- A strong understanding of anti-fraud and anti-corruption statutes and rules and the requirements of proof for fraud, corruption and related wrong-doing
- Experience in working and living in Africa;
- Excellent communication and influencing skills;
- Strong and proven ability to write, present and report clearly;
- Excellent planning, organisational and analytical ability; attention to detail and ability to work independently and manage challenges;
- Integrity and strong interpersonal skills, with and proven ability to provide team leadership and to develop trust and demonstrate fairness;
- Ability to communicate and write effectively in English and/or French with a good working knowledge of the other language;
- Competence in the use of the Bank's standard software applications (Word, Excel, PowerPoint).

Submitted by: Clement OPARE, Ag. Director, CHRM.1

Date :

Approved by: Joseph Oluwafemi BADAKE, 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 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