

AFRICAN DEVELOPMENT BANK
VACANCY ANNOUNCEMENT N°ADB/11/120

Position Title: Human Resources Officers	Grade: PL-4/PL-5	Position N°:	Closing Date: 23rd July 2011
Department/Division HUMAN RESOURCES DEPARTEMENT (CHRM)/Staff Planning & Recruitment Division (CHRM.1)	Supervisor's name & title Mohamed Youssouf, Division Manager CHRM.1		
<p><u>Objectives:</u></p> <p>The objective of the unit is to provide recommendations and support in the overall management of the Human Resources of the Vice Presidency, and to be the link between the Vice Presidency management team and the Corporate Human Resource Management Department. The unit is required to strongly engage with its partners to identify, design and implement various HR business-oriented policies and strategies related to: HR Strategy, Policy and Practice, Staff Planning and Recruitment, Performance Management & Career Development, Learning & Organizational Effectiveness, Compensation & Benefits, HR Analytics, Planning & Budgeting.</p> <p><u>Duties and Responsibilities:</u></p> <p>Under the general guidance of the Division Manager CHRM.1, the HRO will undertake the following assignments:</p> <p>1- Assists the Vice Presidency in staffing, staff development, and in meeting organizational goals</p> <ul style="list-style-type: none"> Assists and provides support to Managers for proper implementation and monitoring of HR policies, strategies and practices within each unit Contributes to the development of staffing strategies and discusses staffing and skills needs with managers. Addresses the skills gaps in the organization, and ensures appropriate diversity and skills mix in Vice Presidency. Monitors and tracks vacancies, staff moves, and staffing levels. Assists the Vice Presidency in the management of their resources. Provides coaching and guidance to Managers in the development of their staffs, including career management. Provides coaching and guidance to managers in managing performance, including the preparation or provision of guidance on developing performance improvement plans, managing conflicts, etc.... <p>2- Assists the Vice Presidency in meeting its goals in a changing & challenging environment by taking the lead in the implementation of the HR strategic Plan</p> <ul style="list-style-type: none"> Understands fully the business activities and the vision of the Vice Presidency Participates in the business meetings of all organizational entities, from the Department to the Unit level and assists in the development of a Human Resources strategy which will support medium and long term goals Demonstrates the positive links between the strategic management and the development of people and business performance Implements programmes and activities of the Human Resources Management Department by being fully conversant with all HR programs and the business activities of the Vice Presidency <p>3- Participates in the implementation and evaluation of important HR programmes developed by the CHRM Department such as:</p> <ul style="list-style-type: none"> Needs assessment for the Annual Recruitment Plan Leadership and Management Development programme Performance evaluation, and Performance Management Reviews Job evaluation/classification, including assisting managers in the preparation of job descriptions in collaboration with CHRM. 			

- Career Development Framework
- Compensation and benefits, including salary Reviews.

4- Participates in the development and implementation of Bank wide HR policies required by the Institution and its staff by:

- Assessing existing policies and programmes to determine their applicability and desirability to the needs and the environment of the Bank
- Understanding the strategic direction, business goals and objectives, and work programmes and activities of the Bank and linking them to the ongoing management of the Bank's human resources

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

- At least a Master's Degree in Human Resources Management, Organizational Development, Business Administration, Public Sector Management, or related disciplines; and **at least 6 years (for the Principal HR Officer: PL4) and 5 years (for the Senior HR Officer: PL5)** of relevant HR experience.
- In-depth knowledge and experience in the various areas of HR: Staff Planning & Recruitment, HR Strategy & Policy, Performance Management, Career Development, Compensation & Benefits, Learning & Organizational Effectiveness
- Working knowledge of HR best practices and of methodologies and tools used in HRM, Change Management, and Organizational Development
- Strong client orientation and the ability to build and manage relationships at all levels
- Demonstrated capacity to work in a team-based multicultural environment. Perception and understanding of differences across cultures, nationalities, and gender
- Strong drive for results, as well as the ability to evaluate risks and benefits, and the trade-offs of the different alternatives to solving problems
- Demonstrated capacity to work effectively in a fast-paced, demanding professional environment, and to deal with multiple tasks and deadline, working independently and with minimal supervision
- Analytical skills and ability to write reports, and create/make presentations
- Coaching skills – helps managers define clear goals around different areas of HR management and set a specific timeframe in which to meet them.
- Competence in the use of standard MS Office software (Word, Excel, PowerPoint, Project). User knowledge of SAP would be an advantage
- Excellent spoken and written English or French, and a working knowledge of the other language

Submitted by: **Mohamed Youssouf, Division Manager, 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 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