

**AFRICAN DEVELOPMENT BANK
VACANCY NOTICE ADB/10/120**

Position Title: Legal Counsel	GRADE: PL-6	Position No.:	Closing date: 1st OCTOBER 2010
Department/Division: GENERAL COUNSEL & LEGAL SERVICES (GECL) / PUBLIC SECTOR OPERATIONS, POLICY & GOVERNANCE (GECL.1)	Supervisor's Name & Title DIVISION MANAGER, GECL.1		
<p>Objectives: The principal objective of the Office of the General Counsel and Legal Services Department is to protect the interests of the Bank, from legal liability, and as necessary to provide requisite legal defence of the Bank in disputes. The Department provides in particular, legal support, legal advice and services to the Boards of the Bank Group, to the President, Vice-Presidents and the operational, as well as financial and administrative departments of the Bank. It ensures that the Bank Group has at its disposal the best available legal support, advice and services in order to enable the Bank Group to fulfill its functions in accordance with the constitutive instruments of the Bank Group and the principles and norms of international development banking.</p> <p>The Department exercises both advisory and operational functions and responsibilities and renders legal support, advice, and services in connection with all aspects of the business of the Bank Group, including in particular, providing legal opinions for the Boards of the Bank Group, the President and the Management of the Bank, as well as drafting all legal instruments required for the operational activities of the Bank Group and representing the Bank in litigation before the internal adjudication machinery and in outside arbitral and judicial proceedings</p> <p>Duties & Responsibilities: The incumbent will perform specialized legal actions requiring some supervision and is responsible for the execution of Public sector transactions. This includes the following:</p> <p>A. <u>Public Sector</u></p> <ul style="list-style-type: none"> (i) Assist other counsels in conducting a legal appraisal to determine the best structure of financing based on the recipient of the financing (whether a sovereign or a parastatals or similar entity), the provisions of the Charter or general conditions and the available options (e.g. loan products, guarantees), and the legal structure and operations of the recipient; (ii) Attending all Management meetings as required by the Section Manager, including Senior Management meetings, to review financing transactions and liaise with the Finance department to discuss the financial terms of the transaction; (iii) Negotiating or assisting in the negotiations of the legal documentation with stakeholders and if necessary to the success of the transaction, make appropriate revisions to the standard financing documentation; (iv) Drafting financing documentation; (v) Preparing draft Board Resolutions for approvals of transactions and other operational matters stating the salient terms of the transaction; (vi) Prepare financing documentation for execution; (vii) Prepare legal opinions; (viii) Attending meetings of the Boards of Directors at which proposed projects are presented and provide any legal clarification that may be required in the course of the presentation; (ix) Perform any other task as requested by Management. <p>B. <u>Project Supervision</u></p> <p>Following the approval of the financing to a recipient and the execution of the documentation:</p> <ul style="list-style-type: none"> (i) Review all documentation provided to determine whether the conditions of the financing have been fulfilled. (ii) Provide legal support services through the term of the loan, including interpretation of the terms of the agreement, preparing legal opinions on procurement matters, reallocation of the funds, and cancellation of the loan; <p><u>Selection Criteria (including desirable skills, knowledge and experience)</u></p> <ul style="list-style-type: none"> - 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 a professional qualification in Law (e.g. Juris Doctor (JD) plus admission to the Bar of (or diploma to practice law) in a member country; - Preferably at least 4 (four) years of relevant professional experience, with an established law firm or an international financial institution, with proven administrative skills and experience in major international financial transactions; - Proven competence in Litigation and or International Finance, Corporate, Development as well as Private and Public International Law; - Demonstrated communication, team building, inter-personal, writing and analytical skills; - Ability to communicate and write effectively in English or French; other language skills would be a plus. - Competence in the use of standard software such as MSWord, Power Point, Excel. 			
<u>Submitted by:</u> Benson MAINA, Ag. Division Manager, CHRM			<u>Date:</u>
<u>Approved by:</u> Gemina ARCHER-DAVIES, 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 (preferably electronically, to: recruit@afdb.org) a fully completed Personal History Form (PHF), available from the Bank's web site, and attach a comprehensive Curriculum Vitae (CV) indicating date of birth and nationality. 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