

**AFRICAN DEVELOPMENT BANK  
VACANCY NOTICE N° ADB/12/37<sup>1</sup>**

Position title: <b>Principal Budget Officer – Policy &amp; Processes</b>	GRADE: <b>PL4</b>	Position N°: <b>0914 (SAP 50069403)</b>	Closing date: <b>25 AUGUST 2012</b>
Department: <b>Programming &amp; Budget Department</b>	Supervisor's Title: <b>DIRECTOR, PROGRAMMING AND BUDGETING</b>		
<p><b>Objectives:</b> The primary role of the Programming and Budget Department (COBS) is to coordinate the planning, implementation and monitoring of Bank-wide programming and budgeting processes.</p> <p><b>Duties &amp; Responsibilities:</b> Under the general supervision of the Director, Programming and Budget Department, the Principal Budget Officer is responsible for formulating, developing, coordinating and implementing activities related to Budget Policy and Processes. His/her duties includes:</p> <ul style="list-style-type: none"> <li>• Set up the necessary regulatory framework and develop budget policy documents to guide the programming and budgeting process (planning, execution, accountability, budget transfers &amp; authority, etc.) for the Bank Group</li> <li>• Develop and update budget manuals, guidelines and policy documents</li> <li>• Design, document and update budget processes and procedures document</li> <li>• Review the cost allocation framework and harmonise all the concepts to facilitate and stabilise Bank Group budgeting and reporting.</li> <li>• Set up guidelines or policies and develop desk manuals for master data/cost objects (such as cost element, cost center, internal order, WBS elements, etc.) maintenance.</li> <li>• Review the structure of existing master data/cost objects, ensure compliance with existing policies and guidelines, and recommend changes when necessary.</li> <li>• Lead in the development and maintenance of guidelines and policy related to new processes or project initiated by the Programming and Budget Department (e.g. Cost accounting policy &amp; guidelines, Activity Time Recording System (ATRS) policy, staff planning guideline, capital budget guidelines, and cost savings and efficiency gains initiatives...)</li> <li>• Act as interface between the Programming and Budget Department, and other Organization Units involved in budgeting and accounting activities on issues related to expenditures posting and their guiding principles.</li> <li>• Participate in all forums, discussions and policies that have implication on budgeting or budget execution to ensure compliance with financial regulations and budget policies</li> <li>• Develop training materials and provide necessary training and support to Organization Units, budget and resources management coordinators.</li> <li>• Provide technical budgeting and policy guidance on matters relating to system implementation projects and maintenance.</li> </ul> <p><b>Selection Criteria ( including desirable skills, knowledge and experience):</b></p> <ul style="list-style-type: none"> <li>• A minimum of a Master's degree or its equivalent in finance, Business Administration; preferably a membership of an internationally recognized professional planning and budgeting body or any other relevant discipline;</li> <li>• A minimum of six (6) years professional experience in planning and budgeting, in which three (3) years should have been gained within international institutions or well-known corporate entities;</li> <li>• Very good knowledge of and experience in operational programming, performance measurement and budget policy implementation;</li> <li>• Capacity to initiate and manage innovations and changes;</li> <li>• High level skills in communication, negotiation and client management;</li> <li>• Competence in the use of ERP Systems (preferably SAP) and MS Office applications (VB, Access, Excel and PowerPoint); with good knowledge of BW reporting; and</li> <li>• Excellent written and verbal communications in English and/or French with a working knowledge of the other.</li> </ul>			
<b>Submitted by:</b> Harold AKINGBADE-TAYLOR, Officer-In-Charge - CHRM1			<b>Date :</b>
<b>Approved by:</b> Gemina ARCHER-DAVIES, Director - CHRM			<b>Date :</b>

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 opportunity employer and female candidates are strongly encouraged to apply: [www.afdb.org/jobs](http://www.afdb.org/jobs)