

**AFRICAN DEVELOPMENT BANK  
VACANCY NOTICE No. ADB /10/115**

<b>Position:</b> <b>PRINCIPAL PROTOCOL OFFICER</b>	<b>Grade:</b> <b>PL-4</b>	<b>Position N°:</b>	<b>Closing Date:</b> <b>21 SEPTEMBER 2010</b>
<b>Department/Division:</b> <b>GENERAL SECRETARIAT (SEGL)/ PROTOCOL &amp; ELECTED OFFICERS DIVISION (SEGL.2)</b>	<b>Supervisor's Name and Title:</b> <b>Mr. G. N. WILLYBIRO, Division Manager, SEGL.2</b>		
<p><b><u>Objectives:</u></b></p> <p>The mandate entrusted to the General Secretariat (SEGL) of the Bank Group consists primarily of the following: (i) to serve as Secretariat of the Boards of Governors and Boards of Directors and of their subsidiary organs and to manage relations between these organs and Bank's Senior Management; (ii) to co-ordinate statutory relations between Senior Management, the Boards and Member States; and (iii) to provide administrative and protocol-related services as well as support services to Elected Officers. SEGL is in charge of the Institution's documentation, archives and conference services. It also provides protocol services to the entire institution.</p> <p>The main activities of the Protocol and Elected Officers Division (SEGL.2) consist in providing protocol services, managing relations with the Bank Group headquarters or field office host countries and providing administrative support for Elected Officers.</p> <p>The specific role of the Principal Protocol Officer will be to assist the SEGL2 Division Manager in (i) administering the Headquarters Agreement and the agreements establishing the regional or country offices and representations, as well as the immunities, privileges and exemptions extended to the Bank and its staff, (ii) monitoring relations with the host country and (iii) managing Elected Officer's conditions of service</p> <p><b><u>Duties and Responsibilities:</u></b></p> <p>Under the general supervision of the Division Manager (SEGL.2), the Principal Protocol Officer will:</p> <ul style="list-style-type: none"> <li>• Assist the SEGL.2 Division Manager in carrying out the Division's missions, essentially pertaining to the planning, organization, management, coordination and supervision of the Bank's relations with the host country(ies) and generally to provision of services to elected officers in general.</li> <li>• Participate in and coordinate negotiations on the Headquarters Agreement, as well as the agreements for establishment of regional or country offices and representations, and specifically: prepare draft documents, memoranda, all notes verbales or correspondence relating to his /her duties and generally to all tasks entrusted to him/her by the SEGL2 Division Manager: b) monitor application of the Headquarters Agreement as well as agreements establishing regional or country offices and representations and carry out administrative coordination in respect of any disputes arising in that regard. The incumbent will formulate, transmit and follow up, in conjunction with the competent host country authorities, requests for tax exemption, long-stay visas, diplomatic and international organization cards, vehicle registration and VAT exoneration, and administer and follow up dossiers for presentation of newly recruited staff to host country authorities. .</li> <li>• Handle and follow up any diplomatic disputes arising in the application of these agreements, in close collaboration with the Legal Services Department (GECL); ensure and monitor proper conservation of authorized signatory records and other legal documents processed in the Division.</li> <li>• Coordinate with the Bank Security Unit (SECU), all activities pertaining to the security of the institution's staff; represent the Bank in dealings with the host country authorities (mainly Ministry of Foreign Affairs) concerning security of diplomatic missions and international organizations.</li> <li>• Draft notes on the status of ADB relations with the host country and briefs for the Board of Directors concerning any attacks on Bank Staff and families.</li> <li>• Advise the Bank regional or country offices and representations on immunities, privileges and exemptions, and related administrative formalities and processes.</li> <li>• Prepare and participate in meetings organized by the host country's Ministry of Foreign Affairs on management of privileges and immunities granted to the Bank and its staff.</li> <li>• Provide administrative and logistics support to Elected Officers; ensure rational management of their conditions of service and supervise the staff assigned to that function.</li> <li>• Contribute to organization of the election of the President and Executive Directors of the Bank.</li> <li>• Prepare and produce reports on internal coordination of meetings with the staff under his/her supervision and those responsible for matters concerning the Elected Officers.</li> <li>• Provide protocol services for loan, guarantee or grant agreement signing ceremonies, the Annual Meetings, and</li> </ul>			

meetings, conferences and events organized or sponsored by the Bank.

- Liaise between the Bank, foreign diplomatic representations and international organizations –for visa request formalities in particular.

**Selection Criteria:**

- At least a Masters in Law or equivalent qualification in International Public Law or International Relations or Public Law or a similar field.
- A minimum of 6 years' professional experience holding a diplomatic position or a position in a multilateral development bank – an expert in International Public Law and Public Finance.
- A good knowledge of Bank rules, policies and procedures, as well as diplomatic and headquarters agreements- a diplomat or lawyer and an excellent communicator, with budget and programme management skills.
- A keen sense of initiative, rigorous and methodical approach -- effective communication and writing skills in English and/or French.
- Competent in use of Standard Bank software, such as Microsoft Outlook, Word, Excel and Power Point.

**Submitted by :** Benson MAINA, Acting 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 (preferably electronically, to: [recruit@afdb.org](mailto: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](http://www.afdb.org/jobs)