

**AFRICAN DEVELOPMENT BANK**  
**VACANCY ANNOUNCEMENT N° ADB/11/134**

<b>Position Title:</b> <b>Principal Technical Assistance Officer</b>	<b>Grade:</b> <b>PL4</b>	<b>Position N°:</b>	<b>Closing Date:</b> <b>21 August 2011</b>
<b>Department/Division:</b> <b>PRIVATE SECTOR AND MICROFINANCE (OPSM)</b>	<b>OPSM.1</b>		
<p><b><u>Objectives</u></b>  The Private Sector and Microfinance Department is responsible for all private sector operations falling within the umbrella of the Bank Group's private sector development strategy. The department plans, organizes and carries out the activities related to private sector project identification, preparation, appraisal, implementation and portfolio management. The department provides financial and technical assistance for private sector projects and programs. It also supports the Bank's diagnostic and enabling environment reform programs to improve the investment climate in Africa.</p> <p><b><u>Duties and responsibilities :</u></b>  <b>Administration of OPSM Trust Funds;</b></p> <ul style="list-style-type: none"> <li>Review of TA proposals financed by FAPA and other OPSM-managed resources to ensure compliance with relevant funding criteria, donor agreements, board-approved implementation frameworks, Bank policies and procedures and that the content of such technical assistance is well and professionally prepared to appropriate quality standards.</li> <li>Monitor and review the implementation of OPSM-managed technical assistance resources to ensure achievement of key performance indicators, outcomes and expected development results as well as compliance with Bank and donor process requirements and reporting.</li> </ul> <p><b><u>Private Sector Technical Assistance &amp; Capacity Building</u></b></p> <ul style="list-style-type: none"> <li>Support the development of OPSM's strategy and operational policies and practices for the provision of technical assistance and capacity building to African clients and recipients.</li> <li>Contribute to the development of new OPSM technical assistance -related initiatives, programs and services.</li> <li>Provide expert inputs on technical assistance and capacity building issues to inform the Bank's country assistance and other development strategies, plans, programs and projects.</li> <li>Monitor, coordinate with and provide inputs from OPSM perspective to the private sector -related technical assistance and capacity building activities led by other units across the Bank including, e.g., Governance (OSGE), NEPAD and Regional Integration (ONRI), Energy (ONEC), etc..</li> </ul> <p><b><u>Resource Mobilization</u></b></p> <ul style="list-style-type: none"> <li>In coordination with ORRU, liaise with existing donors and recruit new participants into FAPA and other OPSM trust funds. Participate in road shows, conferences, distribution of promotional materials, etc.</li> <li>Support the secondment and provision of external funding for Technical Assistants to reinforce OPSM capacity at all levels. Prepare/Review TORs, JDs and employment contracts, participate in interview and selection processes, coordinate the related processes with donor/partners on the one hand and other Bank Departments (Cooperation (ORRU), Human Resources (CHRM), Legal (GECL)) on the other.</li> </ul> <p><b><u>Communications</u></b></p> <ul style="list-style-type: none"> <li>Prepare briefs on private sector technical assistance and capacity building, donor coordination, resource mobilization and partnership-related matters for senior management, for the Bank's annual report, etc.</li> <li>Provide workshops and internal trainings to other Bank staff on utilization of Bank's private sector technical assistance facilities.</li> </ul> <p><b><u>Selection criteria :</u></b> (including desirable skills, knowledge and experience):</p> <p>The Principal Technical Assistance Officer should have:</p> <ul style="list-style-type: none"> <li>At least a Master's degree (or its university equivalent) in Business, Finance or Economics;</li> <li>Generally more than 8 years of relevant professional experience in the MDB's or a similar institution and/or in strategic consultancy, investment or commercial banking, business development and macroeconomic analysis with experience of technical assistance work.</li> <li>Client and results oriented individual, with strong analytical and communication (both verbally and in writing) skills, sense of accuracy and attention to detail;</li> <li>Ability to deal with sensitive issues in a multi-cultural environment and to build effective working relations with colleagues;</li> <li>Strong leadership and coaching skills, with a proven track record of working in teams and creating an empowering and self-development oriented work environment;</li> <li>Ability to communicate and write effectively in English and/or French, with a good working knowledge of the other language; on top of the aforementioned language requirements, command of Arabic and Portuguese (both verbal and in writing) would be an advantage;</li> <li>Competence in the use of Bank standard software (Word, Excel, Access, PowerPoint) and preferably including SAP and OCS.</li> </ul>			
<b>Submitted by:</b> <b>Mohamed Mahdi YOUSOUF</b> <b>Division Manager, CHRM.1</b>		<b>Date:</b>	
<b>Approved by:</b> <b>Gemina ARCHER-DAVIES</b> <b>Director, CHRM</b>		<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 opportunities employer and female candidates are strongly encouraged to apply:**

[www.afdb.org/jobs](http://www.afdb.org/jobs)