

AFRICAN DEVELOPMENT BANK ZAMBIA COUNTRY OFFICE



Local Vacancy Announcement No ADB/12/215

PRIVATE SECTOR INVESTMENT OFFICER

Objectives

The African Development Bank's Country Office in Zambia, Lusaka (ZMFO) has been established to strengthen dialogue between the Bank and the Government, development partners, the private sector, and civil society, in the identification and design of its development policies and programmes, as well as to assist with implementation, monitoring and evaluation of the poverty reduction strategy. The Office also seeks to assist the operational functions of the Bank Group in the launching and follow up of ADB supported projects and programmes in Zambia and in the Southern Africa region. The major functions of the Office fall under the areas of country programming, project administration, promotion of a participatory approach, regional integration, and aid –coordination, in line with the partnership principles and with a view to achieving development effectiveness and sustained impact of Bank Group-supported development operations in Zambia.

The African Development Bank invites applications from suitably qualified candidates to fill the vacant position of Private Sector Investment Officer, based in Lusaka, Zambia. This position is classified Local Professional Category and does not attract international terms and conditions inclusive of relocation support.

Only applicants who already have the right to live and work in Zambia will be considered for this position. The Bank does not support applications for work permits.

Duties and Responsibilities

Under the administrative supervision of the Resident Representative and the technical supervision of the Manager, Portfolio Management Division, within the Private Sector and Microfinance Department (OPSM), the incumbent will assume the following duties and responsibilities:

Policies/Strategies

- Support the Bank's intervention in private sector development, on the basis of its strategy aiming at improving the investment climate, supporting private enterprises, strengthening financial systems, establishing a competitive infrastructure, and promoting trade;
- Contribute to the improvement of the investment climate by supporting in the country/region, actions and initiatives in the area of governance, anti-corruption, public procurement, disengagement of the public sector, legal judicial and land reforms,
- Promote private sector development in the country/region, by developing financial intermediation and deepening the financial sector;
- Identify and structure financial sector projects.
- Process and monitor investments (lines of credit, equity, quasi equity, guarantees and loans...)
- Provide technical assistance and advisory services on the development of capital markets and financial sector reforms;
- Play a catalytic role in the mobilization of domestic and external resources to invest in the private sector.
- Contribute to the preparation of Country Strategy Papers, with particular reference to Private Sector Development (PSD) and Private Sector Operations (PSO);

Main roles and duties:

- Advise in the financial intermediation area and support chief investment officers to design, prepare and implement initiatives/programs designed to strengthen and diversify local financial intermediaries, regional and sub-regional DFIs, and activities focusing on private institutions;
- Participate in the development of new financial products and innovative financing techniques;
- Participate in business development missions, to promote and to identify potential projects to be funded; establish links between the Bank (regional office) and senior management of financial institutions, chambers of commerce, government departments and private companies. Assess the enabling environment and

investment opportunities; identify opportunities for privatization in the PMR and assess the needs for technical assistance and advisory services;

- Participate in assessment missions and discussions on economic, financial, legal, commercial and technical information/data necessary to evaluate potential lending transactions; During these missions, lead or participate in the negotiations on the terms with the promoters of the project;
- Prepare assessment reports and proposals for investment to the private sector operations committee and Management for review; These reports encompass all project key parameters, including cost, the financing plan, the financial projections, the environmental aspects and the preliminary loan terms; After Management's approval, coordinate the preparation of the final document to be submitted to Board approval. documents
- Process requests for disbursement related to approved loans and equity participation, and ensure that project sponsors comply with their contractual obligations;
- Work closely with OPSM.5 to undertake sustained supervision of on-going private sector projects in the country/region and prepare relevant reports on progress, compliance with covenants and implementation issues; If issues are forecast or identified prior to or during the implementation, take timely corrective action; If a close supervision of the project is required, ensure supervision visits on the ground or investigations;
- Review quarterly operational and financial reports from clients to monitor progress in project implementation and in operations, and identify problems/issues;
- Prepare all annual supervision reports and ensure appropriate input from Legal, Risk management and Environmental Staff;
- Coordinate the preparation, of summaries on issues relating to the private sector for Management, and coordinate contribution from other organizational units within the Bank; Prepare the quarterly portfolio status report for submission of Senior management;
- Coordinate the recruitment of consultants for projects under responsibility, including terms of reference, participate in the selection and recruitment of candidates, supervise and evaluate the work of consultants;
- Attend/participate in seminars/conferences/workshops dealing with private sector development and public-private partnership in the country/region;
- Prepare Bank's documents for seminars/conferences/workshops on issues relating to the private sector, including the preparation and presentation of reports.
- Liaise at all times with the relevant Division at OPSM to ensure consistency and compliance with OPSM's strategic objectives and ADB wide policies;

Selection Criteria (including skills, knowledge and experience required)

- At least a Master's degree in Business, Finance or Economics;
- At least five (5) years of relevant professional experience in a development financial institution and/or strategic consultancy, investment or commercial banking, business development and macroeconomic analysis;
- Client and results oriented individual, with strong analytical and communication (both verbally and in writing) skills, sense of accuracy and attention to detail;
- Ability to deal with sensitive issues in a multi-cultural environment and to build effective working relations with colleagues;
- A proven track record of working in terms and creating an empowering and self-development oriented work environment;
- Excellent oral and written communication skills in English and/or in French, with a working knowledge of the other language;
- Competence in the use of Microsoft standard software (Word, Excel, Access, PowerPoint), and preferably including SAP and OCS.

Candidates wishing to apply must be nationals of member countries of the Bank resident in Zambia. If they are not Zambian citizens, they must provide in the application, evidence for a permit of stay and regular work in this country.

Terms of Employment

Three years on a fixed-term contract, with the possibility of renewal based on satisfactory performance.

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. Deadline for the receipt of applications is Friday 30th November 2012

The African Development Bank is an equal opportunities employer and **female candidates are strongly encouraged to apply. Please note only applications completed online through the Bank's website will be considered.** <http://www.afdb.org/jobs>