

**AFRICAN DEVELOPPEMENT BANK**  
**VACANCY NOTICE N° ADB/11/55**

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| <b>Position title:</b><br><b>EVENTS MANAGEMENT OFFICER</b>  | <b>Grade:</b><br><b>PL-6</b>  | <b>Position N° :</b><br><b>1123A</b> | <b>Closing date:</b><br><b>10 MAY 2011</b> |
| <b>Department/Division:</b><br><b>GENERAL SECRETARIAT, CONFERENCE SERVICES SECTION, (SEGLC)</b>   | <b>Supervisor's Name and Title:</b><br><b>Ms. CECILIA AKINTOMIDE, SECRETARY GENERAL</b> |                                      |  |
| <p><b><u>Duties and Responsibilities:</u></b></p> <p>Under the supervision of the Secretary General, the incumbent will have the major role of assuring the logistical and physical aspects of meetings and conferences. He/She will, amongst other things :</p> <ul style="list-style-type: none"> <li>Negotiate discounted rates and bulk services with service providers (hotels and restaurants etc.) for Bank-wide events on an annual basis;</li> <li>Ensure the availability of catering services for all meetings organized by the department;</li> <li>Prepare, elaborate and maintain menus for Bank-wide events;</li> <li>Ensure proper standards in the delivery of catering services offered to the Bank;</li> <li>Ensure proper standards in the delivery of events services to the Bank;</li> <li>Participate in the timely planning of Bank-wide events;</li> <li>Assist in ensuring proper seating arrangements in all Bank-wide events;</li> <li>Assist in preparing meeting rooms, halls and venues for high level meetings organised by the Bank within or outside its Headquarters;</li> <li>Proceed with the invoicing of services used during the different events organized by the department ;</li> <li>Prepare a work programme in accordance with the established rules ; provide support and guidance towards the attainment of the set objectives and compliance with the quality norms for services provided by external bodies within the framework of Bank organised events;</li> <li>Prepare, where necessary and in close collaboration with the Principal Conference Management Specialist, the technical specifications for the procurement of services needed for Bank-wide events.</li> </ul> |   |                                      |  |
| <p><b><u>Selection Criteria:</u></b> (including desirable skills, knowledge and experience)</p> <ul style="list-style-type: none"> <li>At least a Master's Degree or its equivalent in Management, Planning, Administration or other related discipline. Knowledge of Events management, menus and negotiating techniques will be an advantage.</li> <li>Preferably a minimum of four (4) years of relevant practical experience in events management, planning and organization, three (3) of which should be in a comparable international institutions.</li> <li>Good knowledge of Bank policies and business procedures.</li> <li>Integrity, competence and ability to work in a team.</li> <li>Excellent written and verbal communication skills in English and/or French with a working knowledge of the other language.</li> <li>Competence in the use of Bank Standard software such as MS Outlook Word, Excel, PowerPoint.</li> </ul>  |   |                                      |  |
| <b><u>Submitted by:</u></b> Mohamed Mahdi YOUSOUF, Division Manager, CHRM.1   |   |                                      | <b><u>Date:</u></b>                        |
| <b><u>Approved by:</u></b> Gemina ARCHER-DAVIES, Director, CHRM   |   |                                      | <b><u>Date:</u></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)