

**AFRICAN DEVELOPMENT BANK  
VACANCY NOTICE N° ADB/12/225**

<b>Position Title :</b> <b>SECRETARY<sup>i</sup></b>	<b>Grade:</b> <b>GS-5</b>	<b>Position N°:</b> <b>SAP 50081826</b>	<b>Closing date:</b> <b>30 OCTOBER 2012</b>
<b>Department/Division :</b> <b>AGRICULTURE AND AGRO-INDUSTRY DEPARTMENT (OSAN) / CONGO BASIN FOREST FUND (CBFF)</b>	<b>Supervisor's Name and Title :</b> <b>CLOTILDE MOLLO NGOMBA, COORDINATOR</b>		
<p><b>Objectives:</b> The Congo Basin Forest Fund (CBFF) is recruiting a Secretary who will report to various levels of management, and provide assistance for a wide range of administrative and operational tasks. He/She will oversee the smooth operation of the Secretariat of the CBFF and related systems by assuming responsibility for the organization and coordination of work flow.</p> <p><b>Duties and Responsibilities:</b> The level of responsibility associated with the position requires the Team Assistant to work independently, and with a high degree of diplomacy and sensitivity for confidential issues. The nature of the work might require occasional availability on a twenty four hours a day, seven days a week basis. The Team Assistant's main duties and responsibilities will be:</p> <p><b>Workflow management</b></p> <ul style="list-style-type: none"> <li>• Devise and maintain efficient office systems.</li> <li>• Track and follow up on documents; deal with incoming email, faxes and general mail.</li> </ul> <p><b>Office Administration</b></p> <ul style="list-style-type: none"> <li>• Organize and attend to multiple meetings, appointments, luncheons and events to ensure that responsible management are well prepared.</li> <li>• Arrange travel, visa and accommodation; travel occasionally with management to provide general assistance.</li> <li>• Handle internal and general public enquiries; screen telephone calls and requests, and handle them as appropriate; welcome and look after visitors; organize and maintain electronic diaries and make appointments.</li> <li>• Provide secretarial assistance to staff members reporting directly to the supervisor, in addition to providing assistance to their direct reports.</li> <li>• Provide general administrative support for the Department by liaising with CGSP in respect of office accommodation, allocation of office furniture, equipment and supplies as allocated in the Department. Request for repair and maintenance works and follow-up to ensure that such works have been satisfactorily carried out;</li> <li>• Initiate and prepare various administrative documents and forms, such as staff list, staff travels, staff absence (annual leave, home leave, excused absence and maternity leave) as well as statistical data when required on staff.</li> </ul> <p><b>Resources Management.</b></p> <ul style="list-style-type: none"> <li>• Manage systems; create and process expense reports in SAP.</li> <li>• Assist the management in issues concerning resources such as the administrative budget; monitor and review expenses and bring issues to the attention of management.</li> <li>• Participate in the preparation of the annual and mid-year budget review by inputting data and the monitoring thereof.</li> </ul> <p><b>Analytical Work</b></p> <ul style="list-style-type: none"> <li>• Produce documents, briefing papers, reports, spreadsheets and presentations.</li> <li>• Take notes at meetings, write letters, and prepare minutes as requested.</li> <li>• Assist, where applicable, with the programming of operational activities by using the appropriate software, entering project information and producing the Funds Secretariat's various status reports i.e. Country Strategy Papers (CSPs), active Projects, Portfolio Reviews etc...</li> </ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>• Respond to inquiries from Bank Executives; liaise with clients and other staff; coordinate with other members of management and partners; work with other secretaries and groups in different locations.</li> <li>• Carry out background research in field of competence and present in a logical manner.</li> <li>• Perform any other duties reasonably requested by management.</li> <li>•</li> </ul> <p><b>Selection Criteria:</b> (including desirable skills, knowledge and experience)</p> <ul style="list-style-type: none"> <li>• A minimum of a Bachelor degree in Business Management, Commerce, administration or related discipline, supplemented with courses in secretariat training/administration/office management, e.g. Pitmans, "Brevet de Technicien Supérieur" (BTS) in secretarial studies or equivalent in statistics or economics;</li> <li>• Preferably a minimum of five (5) years of progressively relevant and practical experience, in secretariat preferably in an international organization;</li> <li>• Good budgeting and planning skills will be highly desirable skills;</li> <li>• Strong customer service skills, good organizational skills, ability to multitask, attention to details and ability to work with a diverse workforce;</li> <li>• Excellent written and verbal communication skills, in French and/or English, with a good working knowledge of the other language.</li> <li>• Excellent use of Bank standard software (Word, Excel, Access and PowerPoint), Knowledge of SAP or other ERP system would be an added advantage; good typing skills are highly desirable</li> <li>• Excellent levels of initiative, enthusiasm, team spirit, organizational and interpersonal skills.</li> </ul>			
<b>Submitted by:</b> Harold AKINGBADE-TAYLOR, Ag. Division Manager, CHRM.1			<b>Date :</b>
<b>Approved by:</b> Harold AKINGBADE-TAYLOR, Ag. 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)

<sup>i</sup> **This position does not attract international terms and conditions** (Incumbent of the post will be considered as local staff and will therefore not have international status). This is a project staff position not a regular position of the Bank