

**AFRICAN DEVELOPMENT BANK
VACANCY NOTICE N° ADB/12/131**

Position title: SENIOR CONFERENCE ANALYST	Grade: PL-5	Position N°: 1264A (SAP 50076297)	Closing Date: 30 MAY 2012
Department /Division: GENERAL SECRETARIAT (SEGL) / BOARD PROCEEDINGS AND DOCUMENTS DIVISION (SEGL.1)	Supervisor's Name and Title: Mr. Medjomo COULIBALY, DIVISION MANAGER		
<p>OBJECTIVES: The mandate of the General Secretariat (SEGL) is essentially to: (i) provide secretariat services for the Boards of Governors, the Boards of Directors and their subsidiary organs and manage relations between these Boards and Senior Management; (ii) coordinate statutory relations between Senior Management, the Boards and Member States; (iii) provide administrative services, protocol services and support to Elected Officers; (iv) plan, organize and follow-up events organized by the Bank. Furthermore, SEGL is responsible for the documentation, the archives as well as the Conference services and infrastructures of the Bank group. SEGL also provides protocol services for the whole Institution.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <p>Under the supervision of the Division Manager Board Proceedings and Documents (SEGL.1), the incumbent's duties and responsibilities will be as follows:</p> <ul style="list-style-type: none"> • Ensure the coverage of relevant Boards meetings, analyze and determine the thrust of the discussions/deliberations and then synthesize, draft/compose the main decisions and conclusions reached; • Draft clear, analytical, concise and accurate synthesis within tight timeframes; • Ensure the coverage of relevant Boards Committees meetings; analyze and determine the thrust of the discussions/deliberations and then synthesize, draft/compose the main decisions and conclusions reached; • Ensure the coverage of relevant Boards of Governors meetings; analyze and determine the thrust of the discussions/deliberations and then synthesize, draft/compose the main decisions and conclusions reached; • Ensure the coverage of other high level meetings of the Bank, analyze the deliberations and draft the official minutes, final declaration or communiqués of the said meetings. • Translate, when and as necessary, in the other working language of the Bank the synthesis and reports drafted. • Carry out any other assignment required by service exigency. <p>SELECTION CRITERIA: (including desirable skills, knowledge and experience)</p> <ul style="list-style-type: none"> • At least a Master's degree or its equivalent in linguistics, journalism, communication, macro-economics, international relations, finance, social science and other related disciplines; • Preferably a minimum of five (5) years of relevant professional experience in similar organisations with sound analytical aptitudes; • Capacity for multi-skilling and multi-tasking; • Strong and proven translation skills; • Excellent interpersonal skills; ability to work in a team; strong communication skills; • Strong level of dedication; eagerness to work after official hours; ability to work quickly and under pressure; attention to details, resourcefulness; • Client and result-orientation; • Competence in the use of standard software used in the Bank; • Ability to communicate orally and in writing effectively in English and/or French; fluency in both languages is an advantage. 			
Submitted by: Harold AKINGBADE-TAYLOR, OIC, CHRM.1		Date:	
Approved by: Gemina ARCHER-DAVIES, Director, CHRM		Date:	

Only applicants who fully satisfy the requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit fully completed Personal History Form, available online and attach a comprehensive Curriculum Vitae (CV). The ADB President reserves the right to appoint a candidate to a position lower than the one advertised. The African Development Bank is an equal opportunities employer and women are strongly encouraged to apply: <http://www.afdb.org>