

**AFRICAN DEVELOPMENT BANK
VACANCY ANNOUNCEMENT N° ADB/12/091**

Position Title : Senior Disbursement Controller	Grade : PL-5	Closing Date : 17 th May 2012
Department/Division: Financial Control (FFCO)/Loan Disbursement Division (FFCO.3)	Supervisor's Name and Title: Division Manager,FFCO.3	

Objectives:

The primary objective of the Loan Disbursements Division is to ensure timely disbursements on approved loans and grants, in accordance with the rules of the Bank. The Division has the dual role of expediting the payment of amounts requested, and at the same time ensuring compliance with all conditions precedent to disbursement.

Duties and Responsibilities:

You will report to the Manager of Disbursements Administration and perform the following:

1- Maintain the highest standards of internal control in the disbursements management process

- Ensure the completeness of accounting postings, payments and the integrity of disbursement data in the Bank's financial statements
- Ensure that appropriate levels of segregation of duties are maintained throughout the disbursement process
- Monitor and ensure completeness of all disbursement activities and related documentation
- Track and monitor implementation of all disbursement function related audit recommendations

2- Support to field offices

- Lead and coordinate training of new field office disbursement personnel
- Serve as the focal point to ensure the harmonization of disbursement practices across locations
- Support and undertake in the HQ disbursement activities that cannot be performed from the field offices

3- Disbursement accounting/Investigations

- Serve as the focal point for other divisions/departments on Bank Group disbursement activities
- Liaise closely with the other concerned finance complex officers and assistants to ensure complete resolution of returned disbursement, and payments reported by beneficiaries as not received

4- Reporting

- Ensure the quality and consistency of disbursement reports
- Provide analytical and data management support for monitoring Bank-wide disbursement activities
- Prepare and monitor monthly disbursement KPIs
- Prepare and distribute time critical reports and ad hoc reports as required

5- Other

- Act as the focal point for other divisions/departments on generic Bank Group disbursement activities
- Ensure the business continuity readiness of disbursement activities
- Develop and update disbursement manuals, guidelines and policy documents
- Design document and update disbursement processes and procedures document
- Represent the division on various Bank-wide working groups

Selection Criteria (including desirable skills, knowledge and experience)

- At least a Masters in Accounting, Finance, Business Administration, with a minimum of 5 years of experience
- Competence in the use of SAP R/3, SWIFT and MS Office applications (Excel, PowerPoint, Word etc.)
- A good understanding of accounting principles and internal control practices
- Good knowledge of and experience with Bank Group disbursement policies and procedures
- Capacity to function as a member of multi-disciplinary team, search for common ground, and where appropriate recommend decisive actions
- Strong communication skills, with the ability to prepare, present and discuss technical issues in a manner understandable to non-technicians
- Excellent written and verbal communication in English and/or French with a working knowledge of the other

Submitted by: Mohamed Youssouf, Division Manager, CHRM.1

Date :

Approved by: Gemina Archer-Davies, Director, CHRM

Date :

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 they submit a fully completed Personal History Form (PHF) available from the Bank's web site and attach comprehensive curriculum Vitae (CV) showing date of birth and nationality and preferably submitted electronically to: recruit@afdb.org. African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply. <http://www.afdb.org/jobs>.