

**AFRICAN DEVELOPMENT BANK  
VACANCY NOTICE No. ADB/ 12/ 148**

<b>Position title: Senior Information Officer (Web French)</b>	<b>Grade: PL-5</b>	<b>Closing date: 25/06/2012</b>
<b>Department/Division: External Relations &amp; Communications Unit(ERCU)</b>	<b>Supervisor's Title: Mr. Wade Magatte , Acting Head, of Unit, ERCU</b>	
<p><b><u>Objectives:</u></b> The main activities of the External Relations and Communication Unit (ERCU) are to plan, prepare and implement public relations and corporate communication programmes aimed at making the Bank better known to its various public so as to promote, establish and maintain its credibility and good reputation. The Unit enables the Bank to have a better understanding of how the Institution is perceived internally and externally.</p>		
<p><b><u>Duties &amp; Responsibilities:</u></b> Under the general supervision of the Head of the External Relations and Communication Unit, the successful candidate will be responsible for writing news stories, projects briefs and various content types for the website, as well as web publications gathering and organization. The candidate will equally undertake the following duties:</p> <ul style="list-style-type: none"> <li>• Write articles, press releases, projects briefs and various documents for the websites. In this regard the incumbent would ensure that the information posted and published is timely, accurate and also conforms to the Bank's information disclosure policy and web editorial policy;</li> <li>• Ensure the editing of information from organizational units to be posted on to the internet web platform.</li> <li>• Liaise with relevant organizational units on requirement for content publication onto the web platform, as well as participate in meetings with web focal points in organizational units to ensure compliance with Bank's information disclosure policy and web editorial policy;</li> <li>• Contribute to web content creation and information organization in various formats (features, slideshows, videos, blogs, and podcasts) ;</li> <li>• Ensure that French versions of texts are a faithful representation of English original texts and vice-versa.</li> </ul>		
<p><b><u>Selection Criteria (including desirable skills, knowledge and experience):</u></b></p> <ul style="list-style-type: none"> <li>• At least, a Master's degree in Journalism, Communications, Human Sciences, or equivalent.</li> <li>• At least 5 years as a journalist or communications expert, including a minimum of 3 years of relevant experience in web content writing. Experience in an international environment is welcomed.</li> <li>• A good knowledge and experience of internet protocols and techniques.</li> <li>• Ability to communicate and write effectively in French, with a good working knowledge of English.</li> <li>• Very good interpersonal skills. Ability to establish and maintain effective working relations in a multicultural environment.</li> <li>• Competence in the use of Bank standard software (Word, Excel, Access, and PowerPoint).</li> </ul>		
<b><u>Submitted by:</u> Akingbade-Taylor, Harold : OIC, CHRM.1</b>		<b>Date :</b>
<b><u>Approved by:</u> Gemina ARCHER-DAVIES, Director, CHRM</b>		<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 (preferable electronically to [recruit@afdb.org](mailto:recruit@afdb.org) an online application, and attach a comprehensive Curriculum Vitae (CV), indicating nationality and date of birth. **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)**