



AFRICAN DEVELOPMENT BANK – TANZANIA COUNTRY OFFICE

Local Vacancy Announcement No ADB/12/ 098

Position: Social Development Specialist. Tanzania Country Office (TZFO) based.	Grade: Local Professional (LP) 5	Closing Date: 22 May 2012
Department: Human Development (OSHD) department; Poverty Reduction and Social Protection division, (OSHD1)	Supervisor: Tanzania Country Office (TZFO) Resident Representative	

Objectives of the Country Office

The African Development Bank Field Office in Tanzania (TZFO) has been established to strengthen dialogue between the Bank and the government, development partners, the private sector, and the civil society, in the design of its development policy and programs, as well as on implementation, monitoring and evaluation of the poverty reduction strategy. TZFO also seeks to assist the operational functions of the Bank Group in launching and follow up of projects and programs in Tanzania with a view to enhancing portfolio quality, identification, promotion of participatory approach, and regional integration.

The Bank invites applications from suitably qualified candidates to fill the vacant position of Social Development Specialist (Tanzania). This position does not attract international terms and conditions.

Only Applicants Who Already Have the Right to Live And Work in Tanzania Will Be Considered for this Position. The Bank Does not Support Applications for Work Permits and Relocation.

Objectives of the role

Tanzania is implementing full-fledged sector program in the social development, i.e. education, health and poverty aspects. The program approach calls for a deepened and more comprehensive partnership between donors and the government. The Social Development Specialist will advise on and monitor country activities in this area.

Duties and responsibilities

Under the supervision of the Tanzania Country Office Resident Representative, (TZFO), and working in consultation with the sector Poverty Reduction and Social Protection (OSHD1) Division Manager, and other Social Development Divisions, and Task Managers at Headquarters, the incumbent's duties and responsibilities include:

- 1) Collect background information and undertake analytical work in the social sectors, namely education, health, gender, population and poverty related aspects, with a view to determining the level of priority in the country's development program, and advise the Resident Representative and the Management of the Bank on policy issues in the sector.
- 2) Contribute to the preparation of Country Strategy Papers (CSP) and Portfolio Review reports (PRRs), with particular emphasis on social sector development.
- 3) Participate in the identification, preparation and appraisal of social projects/programs, namely:
 - i. Analyze requests for funding submitted by Tanzania and other technical documents that contain project ideas.

- ii. Prepare Terms of references (TORs) of studies; assist Tanzania in recruiting consultants; and review/approve their reports.
 - iii. Determining project components, costs and implementation modalities, grant/loan amounts and conditions.
 - iv. Identify needs for co-financing of projects and initiate dialogue with locally represented donor agencies.
 - v. Ensure that projects operationalize an integrated approach to sustainable development.
 - vi. Contribute to drafting project cycle reports.
- 4) Facilitate the launching and loan administration of social projects in Tanzania, namely:
 - i. Facilitate organization of loan negotiations and signing of loan agreement.
 - ii. Ensure that loan conditions are fulfilled.
 - iii. Propose projects to be included in the Pipeline and Lending Program.
 - 5) Supervise the implementation of social projects financed by the Bank Group in Tanzania:
 - i. Advise project implementation units (PIUs) on procurement of works, goods and services issues and ensure that PIUs comply with related Bank Group rules and procedures;
 - ii. Review design and tender documents, and recommend their approval by the Bank;
 - iii. Review disbursement applications and advising PIUs on disbursement related issues;
 - iv. Ensure that PIUs submit relevant reports regularly.
 - 6) Participate in various Social Sector Working Group activities and related donor-coordination meeting such as Poverty Reduction Budget Support (PRBS), key country processes and initiatives, including budget, public expenditure reviews, and poverty reduction strategy; workshops and seminars on social aspects; all with a view to inform and advise the Resident Representative and the Management of the Bank on appropriate measures to take.
 - 7) Assist in the Preparation of Project Completion Reports.

Selection Criteria: (Including desirable skills, knowledge and experience):

- A minimum of a Master's degree or its university equivalent in one of the following Social Science disciplines: Education, Health, Gender, Population, Social Protection; or Poverty Reduction Economics or Planning; or Business Administration.
- A minimum of five (5) years of relevant experience in planning, administration or project management of social development initiatives.
- Strong research/analytical skills in one of the following areas: social development policy formulation, project management, or donors' coordination, with ability to strategically and rapidly analyze and integrate diverse information from varied sources into conclusions and recommendation.
- In-depth knowledge of social, political and development issues in Tanzania.
- Excellent written and verbal communication skills in English and/or French; with a working knowledge of the other language.
- Competence in the use of standard MS Office software (Word, Excel, PowerPoint, Project). Knowledge of SAP would be an advantage.

Terms of Employment

Three years on a fixed-term contract with possibilities of renewal based on performance.

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), 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