

**AFRICAN DEVELOPMENT BANK  
VACANCY ANNOUNCEMENT ADB/11/040**

Position Title: <b>Disbursement Assistant</b>	Grade: <b>GS.08</b>	Closing Date: <b>9 May 2011</b>
Department/Division: <b>Financial Control Department (FFCO) Loans Disbursement Division (FFCO.3)</b>	Name and Title of supervisor: <b>Division Manager, FFCO.3</b>	
<p>Under the direct supervising of a Disbursement Officer the Incumbent is responsible for the first level approval of requests from borrowers for payments and plays a key role in ensuring the efficiency and accuracy of processing:</p> <p><b>Disbursement Transaction Processing:</b></p> <ul style="list-style-type: none"> <li>• Analyze borrowers' requests for disbursements and the supporting documentation to determine whether they comply with Bank's policies and procedures.</li> <li>• Review and recommend changes to disbursement systems, policies and procedures to promote timeliness, accuracy and efficiency in processing while maintaining appropriate internal controls.</li> <li>• Draft clear and concise correspondence on disbursement-related issues.</li> </ul> <p><b>Project Management:</b></p> <ul style="list-style-type: none"> <li>• Liaise with concerned departments and external stakeholders to resolve disbursement issues promptly.</li> <li>• Monitor borrowers' utilization of special account funds, ensuring that the funds are properly accounted for and used in accordance with Bank procedures.</li> <li>• Participate in disbursement supervision missions with emphasis on application preparation and use of special accounts and statements of expenditure.</li> <li>• Contribute to improving efficiency of disbursement operations by ensuring that records and reports are properly maintained and updated at all times.</li> <li>• Participate in technical discussions and loan negotiations to ensure that disbursement arrangements are compliant with Bank Group disbursement policies.</li> <li>• Provide input on audit reviews, and monitor borrower compliance with audit findings</li> </ul> <p><b>Capacity Building/Client Support</b></p> <ul style="list-style-type: none"> <li>• Participate in training of operational Bank staff and borrowers.</li> <li>• Participate in the design of materials for disbursement seminars.</li> <li>• Respond to questions regarding disbursement procedures.</li> <li>• Coach and mentor new Disbursement Assistants (DAs) on disbursement procedures.</li> <li>• Perform client support activities associated with the payment process</li> </ul> <p><b>Departmental/Divisional Tasks</b></p> <ul style="list-style-type: none"> <li>• Participate in departmental/divisional task forces.</li> <li>• Identify issues relating to disbursement policies, procedures and guidelines and recommend actions or enhancements.</li> <li>• Undertake ad-hoc assignments at the discretion of the Division Manager.</li> <li>• Participate in the review of project documents such as Appraisal Reports, Country Strategy Papers, Project Completion Reports and provide input to supervisors.</li> </ul> <p style="text-align: center;"><b><u>This Position Does Not Attract International Terms and Conditions</u></b> <b>(Incumbents of the post will be considered as local staff and will therefore not have international status)</b></p> <p><b><u>Selection Criteria</u></b> (including desirable skills, knowledge and experience)</p> <ul style="list-style-type: none"> <li>• A Bachelor's degree or equivalent in Accounting. Membership to an internationally recognized professional accounting body would be an advantage.</li> <li>• At least 6 years experience in accounting preferably in a computerized environment of a large organization.</li> <li>• Good understanding of basic general accounting concepts and principles, and their application.</li> <li>• Analytical skills, with strong numerical ability, and attention to detail.</li> <li>• Good interpersonal and communication skills.</li> <li>• Fluency in English and/or French with a working knowledge of the other</li> <li>• Competent in the use of standard software (Word, Excel, Access, and Power Point). Knowledge of SAP will be an advantage</li> </ul>		
<u>Submitted by:</u> <b>Mohamed M. YOUSOUF. Division Manager, CHRM.1</b>	<b><u>Date:</u></b>	
<u>Approved par:</u> <b>Gemina Oluremi ARCHER-DAVIES , Director, CHRM</b>	<b><u>Date:</u></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) at <http://www.afdb.org>. 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.