

**AFRICAN DEVELOPMENT BANK
VACANCY ANNOUNCEMENT N° ADB/11/050**

Position Title: DOCUMENTATION ASSISTANT	Grade: GS-7	Closing date: 13 May 2011
Department: General Secretariat (SEGL) Board Proceedings & Documents Division (SEGL.1)	Supervisor's Name and Title: Division Manager, SEGL.1	
<p>1. <u>OBJECTIVE:</u> The incumbent of this position will ensure :</p> <ul style="list-style-type: none"> • The coverage of documents for the meetings of the Board of Directors and of their Committees; • The documentation of the General Secretariat; • Contribution to the preparation of the work of the Boards; • The distribution of documents included in the work program of the Boards, and the monitoring of decisions from Executive Directors and their collaborators. <p>2. <u>DUTIES AND RESPONSIBILITIES:</u> Under the general supervision of the Division Manager and the Secretary General, the incumbent will perform the following tasks and functions:</p> <ul style="list-style-type: none"> • Ensure the distribution and monitoring of documents to Board members and their Committees within the required deadlines; • Contribute to updating of the follow-up matrix of the semi-annual work program of the Boards of Directors by submitting a weekly distribution form; • Conduct documentary research (projects, policy documents, programme and activity reports) at the request or for Executive Directors, the Secretary General, Directors, staff members, etc. ; • Contribute through the Secretariat of the Boards, to the preparation of the Board agenda, the convening of Committee meetings, Seminars and the organization of Annual Meetings of the Bank Group; • Check for the correct titles, codes and dates for the distribution of documents and for the conformity of the two official Bank versions (English and French); • Participate in the coverage of meetings, seminars, working groups and conferences; • Provide participants with documents on the Board agenda: particularly those of the President of the Bank; • Establish attendance lists for the Secretary General; • Identify and locate reference documents for the Secretary General; • Facilitate the circulation and the exchanges of messages between the Board members during meetings; • Usher in members of Senior Management and experts authorized to attend the meeting into the Board or meeting rooms; • Transmit written or verbal messages from the meeting room to those outside and vice versa; • Keep a documentation entry register (Service) by systematically recording every new document; • Contribute to the drafting of the weekly activity report of the Documentation Section by providing distribution statistics; • Monitor correspondence received or addressed to the Governors by Management by informing the offices of the Executive Directors; • Accomplish any other tasks assigned to him/her by the Superior, Division Manager or the Secretary General. <p style="text-align: center;"><u>THIS POSITION DOES NOT ATTRACT INTERNATIONAL TERMS AND CONDITIONS</u> (The incumbent of the position will be considered as local staff and will therefore not have international status)</p>		
<p>3. <u>Selection Criteria:</u> (including desirable skills, knowledge and experience)</p> <ul style="list-style-type: none"> • At least a Bachelor's degree or its equivalent in management, communications, international relations or other related discipline; • Preferably a minimum of five (5) years of relevant and practical professional experience in a similar position; • Expert knowledge of document processing procedures; • Excellent client services skills; • Good knowledge of policy, work procedures of the Bank and the board, projects, economic and financial development issues; • Competence in communications and negotiations; strong interpersonal skills; • Ability to communicate and write effectively in English and/or French, with good working knowledge of the other language; • Competence in the use of standard software used in the Bank such as MS Outlook, Word, Excel, PowerPoint; a practical knowledge of SAP will be an advantage. 		
Submitted by: M. Mohamed YOUSOUF, Division Manager, CHRM.1		Date: 12/04/2011
Approved by: Gemina O. ARCHER-DAVIES, Director, CHRM		Date: 14/04/2011

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** to www.afdb.org/jobs, and attach a comprehensive Curriculum Vitae (CV). The President, AfDB, reserves the right to recruit a candidate at a lower level. The African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply.