

**AFRICAN DEVELOPMENT BANK
VACANCY NOTICE No. ADB/10/119**

<u>Position Title:</u> LIAISON OFFICER	Grade: PL6	Position N°. 8116	Closing Date: 30 SEPTEMBER 2010
Department/Division GENERAL SECRETARIAT (SEGL) BOARD PROCEEDINGS AND DOCUMENTS DIVISION (SEGL.1)		Supervisor 's Name and Title: DIVISION MANAGER, SEGL.1	
<p><u>Objectives:</u></p> <p>The General Secretariat (SEGL) of the Bank Group is mainly responsible for: (i) providing secretarial services for the Board of Governors, the Board of Directors and their subsidiary organs, and managing relations between these Boards and Senior Management; (ii) coordinating statutory relations between Senior Management, the Boards and member States; and (iii) providing administrative, protocol and support services to Elected Officers. Furthermore, SEGL is responsible for the documentation, archives and conference services of the Institution. It also provides protocol services to the entire Institution.</p> <p>The specific role of the Liaison Officer will be to prepare SEGL statutory documents for Annual Meetings of the Boards of Governors, prepare Boards work programmes and the subsidiary organs of the Boards of Governors, manage the public relation with member States and follow up membership requests to the Bank as well as ADF resources replenishment.</p> <p><u>Duties and Responsibilities:</u></p> <p>Under the supervision of the Division Manager (SEGL.1), the Liaison Officer will:</p> <ol style="list-style-type: none"> 1. Prepare statutory SEGL documents for Annual Meetings of the Boards of Governors (Draft meeting agenda, designation of Bureau and Joint Steering Committee members, general election of ADB Executive Directors and designation of ADF Executive Directors, election of the President of the Bank, date and venue for Annual Meetings). 2. Follow up implementation of Board of Governors decisions. 3. Prepare and monitor the deliberations of the Bureau and subsidiary organs of the Boards of Governors (preparing invitation letters and meeting agenda, compiling and distributing working documents, convening and preparing documents required for meetings of the Joint Steering Committee and Committee on conditions of service of Elected Officers). 4. Manage relations with Member States (keeping list of Governors; drafting congratulatory messages, condolence messages, messages of thanks from the President of the Bank to Heads of State and Government and to Governors) 5. Follow up requests for ADB Group membership 6. Follow up matters relating to postal voting on Board of Governors resolutions or to the General Capital Increase and ADF Resource Replenishment. 7. Prepare certain SEGL reports to be submitted to the Boards of Directors concerning renewal of Board Committees, designation of Executive Directors to represent ADB on the ADF Board and voting powers of the ADB and ADF Boards of Directors. 			
<p><u>Selection Criteria</u> (including desirable skills, knowledge and experience):</p> <ul style="list-style-type: none"> • At least a Master degree in Law or equivalent qualification in Economics, International Economic Relations, Public Administration or related fields. • A minimum of 4 years' professional pertinent experience - thorough knowledge of International Public Law and Public Finance. • A good knowledge of Bank rules, policies and procedures, and of the functioning of the General Secretariat. • Ability to work speedily and produce recommendations; sound analytical and communication skills. • Excellent communication in French and English, or either language with a working knowledge of the other. • Competence in the use of standard Bank software (Microsoft Outlook, Word, Excel Access, PowerPoint). 			
<u>Submitted by:</u> Benson MAINA, Acting Division Manager, CHRM.1		<u>Date:</u>	
<u>Approved by:</u> Gemina ARCHER-DAVIES, Director, CHRM		<u>Date:</u>	

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 (preferably electronically, to: recruit@afdb.org) a fully completed Personal History Form (PHF), available from the Bank's web site, and attach a comprehensive Curriculum Vitae (CV) indicating date of birth and nationality. 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