

**AFRICAN DEVELOPMENT BANK
VACANCY ANNOUNCEMENT N°ADB/10/136**

Position Title: PRINCIPAL HUMAN RESOURCES OFFICER	Grade: PL-4	Position N°:	Closing Date: 14th November 2010
Department/Division HUMAN RESOURCES DEPARTEMENT (CHRM)	Supervisor's name & title B. Maïna, Ag. Division Manager CHRM.1		
<p><u>Objectives:</u></p> <p>The HR Officer (HRO) will provide support, advice, counseling and coaching to managers and staff on Human Resources issues, as a member of a team of HR professionals and general services staff who report to an HR Manager responsible for a specific division. She/he will work on a range of HR initiatives and programs. The HRO partners with clients to identify, design, and implement business-oriented solutions for various workplace issues.</p> <p><u>Duties and Accountabilities:</u></p> <p>The HRO will have diverse experience and a successful track record in a range of HR areas in both specialist and generalist assignments. She/He will be involved in one or more of the following functional areas, depending on the division they are assigned to:</p> <p>1- HR Strategy, Policy and Practice: Advise staff and managers on HR policies and practices. Provide practical and strategic advice to develop innovative HR approaches and solutions to complex problems, consulting and leveraging other HR resources as appropriate. Provide feedback and suggestions to the HR policy-making process to help ensure policies are relevant and support the business.</p> <p>2- Staff Planning and Recruitment: Assist and guide managers in developing their staffing strategies. Analyze trends and staffing scenarios, advise on succession planning, and assist in determining staffing levels, skills mix, and work force diversity to meet the unit's business needs and corporate goals. Support provided would include job definition, candidate interviews and selection, reassignment, and exit strategies.</p> <p>3- Performance Management & Career Development: Advise and counsel staff and managers on performance evaluation and management, and on career development.</p> <p>4- Learning & Organizational Effectiveness: Have an understanding of this area to identify situations where interventions are advisable and recommend resources to deliver them. The incumbent may also be involved in design, facilitation and implementation learning and organizational effectiveness interventions.</p> <p>5- Compensation & Benefits: Although the AfDB has specialist staff in this area, the incumbent should have a solid understanding of compensation & benefits issues.</p> <p>6- HR Analytics, Planning & Budgeting: the incumbent will work closely with the Director of HR. This would involve HR analytics, analysis and development of the HR budget, business planning, work programming, and financial management for the HR Department.</p> <p><u>Selection Criteria</u> (Including desirable skills, knowledge and experience):</p> <ul style="list-style-type: none"> • At least a Master's Degree in Human Resources Management, Organizational Development, Business Administration, Public Sector Management, or related disciplines; and at least six (6) years of relevant HR experience. • Knowledge and experience in the various areas of HR: Staff Planning & Recruitment, HR Strategy & Policy, Performance Management, Career Development, Compensation & Benefits, Learning & Organizational Effectiveness. • Working knowledge of HR best practices and Of methodologies and tools used in HRM, Change Management, and Organizational Development. • Strong client orientation and the ability to build and manage relationships at all levels. • Demonstrated capacity to work in a team-based multicultural environment. Perception and understanding of differences across cultures, nationalities, and gender. • A drive for results, as well as the ability to evaluate risks and benefits, and the trade-offs of the different alternatives to solving problems. • Demonstrated capacity to work effectively in a fast-paced, demanding professional environment, and to deal with multiple tasks and deadline, working independently and with minimal supervision. • Skills in analysis, writing reports, and creating & making presentations. 			

- Competence in the use of standard MS Office software (Word, Excel, PowerPoint, Project). User knowledge of SAP would be an advantage.
- Excellent spoken and written English or French, and a working knowledge of the other language

Submitted by:
Benson MAINA, Acting Division Manager, CHRM.1

Date:

Approved by:
Gemina ARCHER-DAVIES, Director, CHRM

Date:

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). 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