

AFRICAN DEVELOPMENT BANK
VACANCY ANNOUNCEMENT N° ADB/11/038

VACANCY ANNOUNCEMENT N° AB2/11/000

<u>Position Title</u> : PRINCIPAL TREASURY OFFICER	<u>Grade</u> : PL-4	<u>Closing date</u> : 15th May 2011
<u>Department/Division</u> : TREASURY(FTRY)/Cash & Current Accounts Division (FTRY.2)	<u>Supervisor's Name and Title</u> : Mireille KAMGA, Division Manager, FTRY.2	

Objectives: The organizational unit is the back-office of Treasury Operations and Banking Relationship Division (FTRY2) of the Treasury Department. Its objective is to serve as the focal point for daily management of the Bank Group's Capital Market Operations carried out by the front-office. In this regard, the Unit provides a full range of support functions to the Treasury Department for cost-effective and secure payments.

Duties and Responsibilities : Under the supervision of the Division Manager, FTRY.2, the incumbent will carry out the following functions:

1- **Ensure adequate execution of settlement functions**

• Provide a leadership role in policy and procedural innovation to effect changes to settlement procedures and processes;

• Ensure prompt and accurate settlements of all Treasury products and derivative transactions

• Monitor the daily inflow and outflow of funds in the accounts and ensure that adequate liquidity is provided for the settlement of transactions;

• Monitor debt service schedule; Reconcile discrepancies with paying agent's and counterparties confirmations;

• Solve all issues related to settlement processing activities.

2- **Review and supervise Collateral Management Process**

• Periodic review of Credit Support Annexes and feed specifications in the treasury system;

• Supervise the derivative transaction valuations from the Bank's treasury system; Ensure that margin calls are done timely according to the signed CSA;

• Ensure that any discrepancies are timely reported to FFMA3 and solved on daily basis;

• Ensure that all disputes are reported to the Treasurer, Risk Department and legal team (GECL).

3- **Derivatives documentation process**

• Review the Swap documentation process in DCP or other IT systems to ensure adequacy with trade ticket details and pricing supplement before transmission to the Legal Department;

• Affirm trades timely with counterparty as FSA rules; Send and receive trades confirmation and execute trade matching process;

• Design and maintain an efficient filing system for all documents related to asset and liability management transactions;

4- **Manage the 50 custodian accounts of the Bank Group**

• Monitor security accounts on a daily basis to ensure that movements of funds and assets are identified;

• Advise the Investment Division of FTRY on excess funds available for investments and in some cases, recommend the tenor of the investment based on cash flow needs

• Review and approve corporate actions by Treasury Assistant with respect to Bank's securities holdings;

5- **Investigate all financial transactions with respect to the Bank Group Operations**

• Ensure that investigations are concluded in order to formulate strategies to implement systematic control and management process to analyze and solve problems in a timely manner; reduce operating cost, errors, fines and losses; Negotiate compensation to be paid or received on accounts of settlement failures;

• Prepare monthly settlement failure report;

• Undertake and supervise investigations and respond to queries emanating within and outside the Department (financial counterparties, auditors)

6- **SUMMIT or other IT system User for FTRY**

Follow the procedures to speed up and enhance efficiency of processing and settlement activities;

• Develop expert knowledge of the Bank's treasury and settlement systems and play a key role in implementing workflow for new financial products;

• Provide functional user's input to IT support teams for the integration of SUMMIT to SWIFT or others settlement system;

7- **Operational Risk Control**

Liaise with the operational risk working group to:

i) Establish a basis for monitoring the operational risks in all areas of the Bank's activities and coordinate

- the implementation of a COSO process for the Bank Group;
- ii) Develop the operational risk management template to be used in the business process reviews of the Bank Group;
- iii) Build and maintain a record of events exposing the Bank to operational risk that can be avoided if the necessary controls are in place;

Review the procedures for all transactions in FTRY.2 to ensure provisions for adequate internal control framework ;

Identify areas for change in procedures to minimize operational risks and work with the relevant staff/manager to draw up a procedure and plan to tighten internal controls;

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

- At least a Master's degree in Finance, Economics or Statistics; a professional qualification in one of these fields is an added advantage;
- At least 06 years of relevant experience related to: asset and liability management principles and practices, operations and instruments; expertise in rules and regulations applied to the settlements of capital market operations in order to handle all types of financial instruments;
- Knowledge of the use of technology and ability to apply technology to improve the efficiency and effectiveness of settlement and processing operations. Ability to use Reuters, Bloomberg, Euclid and Asset and Liability management system;
- Strong judgmental/ analytical skills to solve complex settlement issues relating to fund transfers or security custody;
- Excellent communication skills necessary to work effectively in close collaboration with finance and legal staff, investment banks and financial institutions, and be a good team player;
- Ability to lead staff in various assignments and demonstrated fluency in supervisory skills;
- Strong ability to work under pressure;
- Clear-thinking ability, meticulous and well-organized;
- Ability to represent the Bank Group in the financial community especially with regard to settlement practices and processes;
- Good understanding of the COSO framework and excellent understanding of all FTRY Department's procedures, financial regulations and investment policies of the Bank Group;
- Ability to communicate in English and/or French and a working knowledge of the other language.

Submitted by : **Mohamed Youssouf, Division Manager, CHRM.1**

Date:

Approved by : **Gemina Archer-Davies, Director, CHRM**

Date: