



## **AFRICAN DEVELOPMENT BANK – ETHIOPIA COUNTRY OFFICE**

### **Vacancy Announcement**

#### **Objectives**

The African Development Bank Country Office in Ethiopia (ETFO) has been established to strengthen policy dialogue between the Bank and the government and other stakeholders; improve performance of the project portfolio and aid coordination with other development partners. ETFO invites applications from suitably qualified candidates to fill in the vacant position of Social Economist. This position is local and posting will be in Addis Ababa, Ethiopia.

#### **Socio- Economist (Local PL)**

Under the general supervision of the Resident Representative, and working in consultation with the Human Development Department and Task Managers at HQ, the incumbent will generally perform the functions of the Country Office and any such other official tasks as may be assigned to him/her.

#### **Major Duties and Responsibilities:**

##### ***Portfolio Management:***

- As a member of the Ethiopia Country Team, provide technical contributions in programme/project identification, preparation, appraisal, launching, supervision, monitoring and evaluation in articulating poverty reduction, social protection and cross-cutting issues;
- Assist with the review and/or implementation of components of the Bank funded poverty reduction and social protection and sector programmes/projects and provide guidelines to program coordinators on tender evaluation, technical aspects of projects, Bank rules and procedures for procurement and disbursement, utilization of revolving funds, preparation of quarterly progress reports and annual audit reports;
- Participate in supervision missions and follow-up on implementation issues in the social protection and other sectors, ensuring that agreed work plans, recommendations from supervision missions, Bank Portfolio Reviews and Audit recommendations are executed;
- Coordinate, monitor and update information on social sector performance and prepare quarterly and annual sector notes on Ethiopia, and propose the Bank's Results-Based Country Strategy for the social sectors.

##### ***Policy Dialogue***

- Provide in-country advocacy in support of agreed international development goals relevant to social protection and the social sectors, especially health, education, poverty, environment, population and gender;
- Ensure alignment of the Bank's intervention in social sectors, including external reviews and missions, to the Government's planning and budgeting cycles;
- Participate in country social sector dialogue;;
- Undertake Economic & Sector Work (ESW) on poverty reduction and social protection, including poverty profiles, poverty assessments, vulnerability analysis, labour market analysis and related documents in order to strengthen the Bank's knowledge base on social protection;
- Keep track of key policy developments for poverty reduction and social protection, and their implications on the Bank's strategy and interventions in the country.

### ***Donor Coordination***

- Participate in the various Sector Working Groups and other related donor coordination meetings on the basis of which to advise the Resident Representative and Headquarters on donor presence in the social sectors and monitor harmonisation initiatives in the sector;
- Plan and coordinate with other development partners joint reviews and evaluations of social protection and the social sectors, aligned to the Government's planning and budget cycles;
- Maintain and promote contacts with the private sector, NGOs, community, bilateral and multilateral donors and organise and/or attend informal sector donor meetings and report accordingly.

### **Essential Skills and Capabilities**

- At least a Master's degree in the Social Sciences or related field, and similar disciplines. A minimum of five (5) years professional experience at program/project level, broad knowledge of poverty reduction, social protection and sector issues with specific experience in implementation and management of donor funded programs/projects in Ethiopia;
- In-depth knowledge of, social and human development, economic and political issues in Ethiopia as well as the global MDG agenda;
- Previous experience working in multi-lateral financial institutions or similar large organizations, and performing such roles as project preparing, appraisal, supervising or implementing donor funded projects;
- Full understanding of the principles of project cycle and project implementation as applicable in the regional member countries (RMCs);
- Proven planning, organizational and research/analytical skills;
- Competence in the use of standard software applications such as Word, Excel, PowerPoint, Internet; SAS, knowledge of SAP is highly desirable;
- Ability to communicate and write effectively in English, with knowledge of French an advantage.

**Terms of Employment:** Three years on a fixed-term contract with possibilities of renewal based on performance.

**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 a comprehensive Curriculum Vitae (CV) in English showing date of birth, nationality and copies of academic certificates. The African Development Bank Group is an equal opportunities employer and **female candidates are strongly encouraged to apply.**

**Please send your application and CV no later than 5 pm on Wednesday 19<sup>th</sup> December 2011 to:**  
<http://www.afdb.org/jobs>

**Candidates who are nationals of member countries of the African Development Bank, but non Ethiopians will only be considered if they show proof that they have work permits to work in Ethiopia.**