

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Headquarters

Operations Committee Secretariat & Quality Assurance Department

E-mail: k.zadi@afdb.org Telephone: 20265652

Expressions of interest are being requested for a Junior Consultant Position

Brief Description of the assignment: **Database Management and IT junior consultant.**

Department making the request: **SNOQ**

Place of assignment: **ABIDJAN**

Period of assignment: **June 2018- November 2018 (06 months)**

Expected start date of the assignment: **01 June 2018**

Last date for expressing interest: **25 May 2018 at 5:00PM (Abidjan) local time.**

Expression of interest to be submitted to: h.hmaidi@afdb.org

Questions/ clarifications to be addressed to: h.hmaidi@afdb.org

Terms of reference

1. Background

The Operations Committee Secretariat & Quality Assurance Department (SNOQ) works to continuously enhance the quality and timely delivery of bank operations, adopting a one-bank approach from identification to completion, with a view to facilitating the achievement of the high-5 corporate agenda.

The Quality Assurance Division (SNOQ.2) will recruit a junior consultant to work collaboratively with staff in the division to support mainly data collection, management and analysis. The tasks assigned to the consultant will also include translation of some contents related to the preparation of the task manager academy.

2. Duties, Responsibilities and Expected Achievements

Specific duties and responsibilities are outlined hereunder:

- (i) Contribute to the preparation of knowledge products on Quality Assurance (QA);
- (ii) Contribute to the design and maintenance of databases for quality assurance portfolios of Readiness Reviews, Implementation Progress and Results Reports and Project Completion Reports (PCRs);

- (iii) Monitor data migration across applications and ensure data consistency and integrity
- (iv) Follow up with task managers on Project Completion Reports timeliness and update PCRs database and assist in the entry of such data in various platforms used by the QA dashboard;
- (v) Develop in-house applications (surveys, SharePoint lists, ...) for internal quality assurance use;
- (vi) Provide support to the Quality Assurance Dashboard team on documents search, data collection and analysis process;
- (vii) Improve the QA platforms and increase the accessibility and utility of its databases.
- (viii) Support the development of the division interface
- (ix) Support the development of materials on the QA tools (power point presentations, narratives, case studies/exercises) and translation of some of the work.
- (x) Assist in handling queries received through the Quality Assurance helpdesk;
- (xi) Undertake any other tasks/assignments as assigned by the manager SNOQ.2.

3. Management/supervision of the consultancy

The Consultant will work under the overall guidance of the SNOQ.2 Manager, and the immediate supervision of the other Quality Assurance Specialists of the Division.

4. Essential Qualifications and Experience

- At least a Master's degree (or its equivalent) in Statistics, Economics, Management, Business Administration or any other related discipline;
- Minimum of two years and maximum of four years working experience proven relevant work experience in managing portfolios and database design and maintenance;
- Experience in information systems and website management
- Experience of defining and monitoring performance indicators is an asset
- Evidence of having undertaken similar assignments, related to operations quality assurance
- Competent in the use of standard software applications (MS Word, Power Point, Excel as well as SAP used by the Bank);
- Be a national of one of the member countries of the Bank
- Be under 32 years of age;

5. Language skills:

English and French are the working languages of the African Development Bank. The consultant should be able to communicate and write effectively in French or English, with a very good working knowledge of the other language.

6. Duration of the Assignment

The consultancy is expected to start in May 2018 and will cover a period of 6 months.

7. Remuneration for the Assignment

During the duration of the contract, the Consultant will be based at the Bank's Headquarters in Abidjan, Cote d'Ivoire. The Consultant will be paid a round trip ticket from the point of recruitment to Abidjan. No per diem and accommodation will be paid in Abidjan. The consultant will also be eligible for travel expenses (air ticket, hotel accommodation and per diem) while assigned on a Bank Mission during the duration of his Contract. Payment of honorarium will be on a monthly basis after satisfactory execution of duties assigned to him/her.

Please attach an updated Curriculum Vitae on the basis of the template below:

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.° employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organisation Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

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Professional Training:

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record:

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: _____

Signature :