REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK
IMMEUBLE CCIA, AVENUE JEAN-PAUL II
01 BP 1387, ABIDJAN 01
COTE D’IVOIRE

Web Site: www.afdb.org  Telephone: (225) 20 26 2536 or 20 26 3594

GOVERNANCE AND PUBLIC FINANCIAL MANAGEMENT COORDINATION OFFICE (ECGF)

RECRUITMENT OF A JUNIOR CONSULTANT

Expressions of interest are being requested for a Junior Consultant position to provide operational support and facilitate the project management function of the Governance and Public Financial Management Coordination Office (ECGF) in the area of economic and financial governance, including public financial management and combatting corruption.

Brief description of the Assignment: The Junior Consultant will be required to provide operational support and facilitate the project management function of the Department in the area of economic and financial governance, including public financial management and combatting corruption. He/She will also be responsible for operational, administrative and data management functions related to the Bank’s governance work in East Africa and Southern Africa Region.

Department issuing the request: Governance and Public Financial Management Coordination Office (ECGF)
Place of assignment: The Junior Consultant will work remotely
Duration of the assignment: 6 Months
Tentative Date of commencement: August 2022
Detailed Terms of reference for the assignment: (see below)
Deadline for applications: 17 July 2022
Applications to be submitted to: k.gebre-selassie@afdb.org copied to c.ahouansou@afdb.org.

Any questions and requests for clarifications may be sent to: k.gebre-selassie@afdb.org copied to c.ahouansou@afdb.org.

TERMS OF REFERENCE

JUNIOR CONSULTANT – OPERATIONAL SUPPORT

Objectives

The Governance and Public Financial Management Coordination Department (ECGF) as part of the ECVP Complex, based at the Headquarters in Abidjan, is responsible for coordination of operationalization of the Bank’s governance policy, strategy, and programmes, including lending and non-lending work. The ECGF works in collaboration with the Development Research, African Development Institute, and Statistics Experts, in the ECVP, ensuring that the Bank’s substantive technical engagement with key policy and strategy processes in the area of governance and public management are properly coordinated; and that the Bank’s interventions in Regional Member Countries, through program based operations/budget support and institutional strengthening projects promote effective and accountable governance and public financial management.

The main purpose of the post is to provide operational support and facilitate the project management function of the Department in the area of economic and financial governance, including public financial management and combatting corruption. S/he will also be responsible
for operational, administrative and data management functions related to the Bank’s governance work in East Africa, and Southern Africa Region.

**Duties and responsibilities**

Under the general supervision of the ECGF Governance Lead Officer, the incumbent will carry out the following duties and responsibilities:

- Provide operational support to ECGF Governance Experts and Officers, covering both lending and non-lending operations;
- Manage the data entry and contract entry in SAP, generating relevant information from SAP, and upload implementation progress reports (IPRs) in the systems in collaboration with the front office and regional Operations Assistants;
- Establish a database to track disbursements, on-going projects, aged projects-related disbursements, problem projects, potential problem projects and those to be supervised;
- Monitor projects to be implemented and those whose last disbursement dates need to be extended;
- Provide support and facilitate the use of the Bank-wide Project Processing Schedule (BPPS) in the process of reviewing operations for Bank documents to be submitted to the Board for approval or information;
- Compile the portfolio database, present data on projects and perform any task related to data entry and analysis as required; and report on accuracy and completeness of project information on effectiveness, disbursement, procurement, supervision, and completion reports;
- Coordinate matters related to SAP, BPPS and other information technology aspects, and provide assistance to Lead Sector Expert and Task Managers;
- Manage systems, create and process expense reports in SAP;
- Ensure regular information update on projects and key performance indicators related to portfolio management and lending programmes;
- Prepare monthly, and quarterly reports on portfolio management and performance of the lending program;
- Support in reviewing the quality of documentation for the Department and making recommendations for improvement of style, presentation and analysis;
- Keep abreast of status and progress on Divisions/Department commitments vis-a-vis Key Performance Indicators and ways to monitor progress towards their attainment;
- Assist in preparing communication and presentation documents through drafting elaborate memos, spreadsheets, presentations and conduct first-level analyses regarding Department initiatives;
- Assist in preparing documents, briefing notes, spreadsheets and correspondence necessary to manage projects/programmes;
- Assist in the preparation and organization of activities such as seminars, workshops etc. and take notes during meetings, draft correspondence and prepare minutes as requested;
- Manage all logistics issues-related to regular meetings and organize other meetings, appointments, events and mission travel to ensure these activities are responsibly managed;
- Provide support, facilitation, follow-up and sometimes closure on transactional issues;
• Support the Lead Officer and the Front Office staff in the preparation of planning and reporting documents, with particular emphasis on drawing on information maintained on databases.
• Analyze supervision data, monitor disbursement status and arrange follow up and reporting actions, as well as monitoring project cancellations, write off procedures and adherence to write-off policies;
• Perform any other operational support and other duties deemed necessary and requested by Lead Governance Expert and ECGF Director.

Qualifications including desirable skills, knowledge and experience
• Hold at least a Bachelor’s degree or its equivalent degree in business administration, management, finance, economics or other relevant fields.
• Minimum of five (5) years of relevant professional experience in the formulation and implementation of programs and projects, monitoring projects and programs; with work experience in an international organization.
• Excellent written and verbal communication skills in English and/or French, with a good working knowledge of the other language.
• Competence in the use of standard MS office applications (Word, Excel, Access, and PowerPoint), and working knowledge of SAP and internal software such as BPPS, will be an asset.
• Proven high level initiative, enthusiasm, and team spirit.
• Excellent organizational and interpersonal skills.
• Ability to communicate effectively (written and oral) in English or French, preferably with a working knowledge of the other.

Remuneration for the assignment

The Junior Consultant will be paid a monthly lump sum, which will be determined on the basis of his/her years of experience, for the entire period.

Consultants who meet the required profile and are interested in this assignment are encouraged to submit an updated Curriculum Vitae on the basis of the template below:

1. **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?

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<th>Name</th>
<th>Relationship</th>
<th>Organisation Unit</th>
<th>Place of Assignment</th>
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Yes □ No □
If « Yes », the following data must be provided
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):

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<th>Name of University - City - Country</th>
<th>Period</th>
<th>Diploma Obtained</th>
<th>Main Topic / Major</th>
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Professional Training:

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<th>Type of Training</th>
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<th>Certificates or Diploma Obtained</th>
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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: