



REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN LEGAL SUPPORT FACILITY (ALSF)

Long-Term Contract Agents

Junior Legal Counsel

The African Legal Support Facility (“ALSF” or the “Facility”) hereby invites individuals to indicate their interest in the following assignment: Long-Term Contract Agent – Junior Legal Counsel.

The ALSF is currently recruiting Contracts Agents to assist in the operations of the Facility.

General information about ALSF

The ALSF is an international organization hosted by the African Development Bank in Abidjan, Côte d’Ivoire. The ALSF’s main objectives include: (i) assisting African governments in defending against litigation brought against them by vulture funds (and other such entities); (ii) providing legal advisory services to African governments in the structuring and negotiation of complex commercial transactions related to extractives and natural resources, energy, sovereign debt, and infrastructure development under public-private partnerships (the “Key Sectors”); (iii) capacity building for lawyers and government professionals related to the above; and (iv) development of knowledge products.

The contract agent shall be part of the Advisory Unit of the Operations Division and assist the Division Manager and Head of Operations in i) legal analysis and advisory work and ii) project supervision and management. The Advisory Unit is responsible for the advisory support to African Governments by identifying projects, providing legal advice, and coordinating external legal counsel. The Operations Division members also participate to the development and organization of capacity building programs, negotiate financing agreements, and provide other institutional support as required.

1. Objectives and Tasks of the Assignment

- Analysis of country requests for legal assistance and preparation of project proposals and reports to the Director and Management Board of the Facility
- Conducting legal due diligence on proposed transactions such as the review of project documents and agreements relating to the Key Sectors of the ALSF (e.g., power purchase agreements, concession agreements, joint venture agreements, management agreements, government support agreements, etc.)



- Draft and negotiate financing agreements and project related agreements and prepare other legal documents as required
- Assist in recruiting and managing external legal counsel, including negotiating fee arrangements, monitoring the work and managing the relationship with the governments
- Regularly liaise and interact with senior government officials to discuss legal interventions
- Contribute to the compilation of precedents and best practices in negotiating complex commercial transactions and in creditor litigation
- Liaise with partners, co-financiers and facilitate cooperation with other development partners
- Draft policy documents on operational matters relating to the Facility
- Assist and provide support to other junior members of the team with less experience
- Ensuring that, if required, documents presented to the Management Board and Governing Council are accurately translated into the official languages of the Facility in a timely fashion
- Perform such other assignments as may be required from time to time by the Chief Legal Counsel, Division Manager and Head of Operations, and Director of the Facility.

2. Administration/reporting

The contract agent will report to the Division Manager and Head of Operations who will adequately brief and guide the contract agent.

3. Duration of the Assignment

The assignment will last for twelve (12) months, starting as soon as the process is completed.

4. Location of the Assignment

The Contract Agent will be based in Abidjan, Côte d'Ivoire or Johannesburg, South Africa.

5. Qualifications and Experience Required



- At least a Master's degree in Law, plus admission to the Bar of (or diploma to practice law in) a member of the African Development Bank; or a first university degree plus a relevant combination of academic qualifications in law e.g. Juris Doctor (JD) plus admission to the Bar of (or diploma to practice law in) a member country
- Candidates shall be thirty-two (32) years old maximum, with a minimum of two (2) years of relevant professional experience preferably with an established international law firm, and/or international financial institution, with proven technical competence and experience in international private law, project development and/or finance, extractive resources, international arbitration and/or commercial contracts
- Strong skills in preparation and negotiation of complex legal documents including briefs, legal opinions, commercial transaction agreements and related transactions
- Demonstrated effective coordination skills and an ability to work under pressure in a multicultural environment to complete multiple tasks and meet deadlines;
- High-level skills in communication, team building, inter-personal relationships, writing, and analytical skills
- Competence in Microsoft Office; knowledge of cloud-based project management software and SAP will be considered an advantage
- Ability to communicate and write effectively in English and/or French with good working knowledge of the other language
- Must be a citizen of a member country of the African Development Bank; and
- Willingness to undertake extensive travel (up to 30% of time).

6. Remuneration

The contract agent shall be paid a total monthly lump sum, comprising fee, subsistence, or other incidentals, for the duration of the assignment, which is commensurate with the number of years of work experience. The ALSF will cover travel and field mission costs (if any) as per African Development Bank rules in this regard.

7. How to apply

The African Legal Support Facility invites individuals to indicate their interest in providing the above-described services. Interested individuals shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (reference to similar services, experience in similar



assignments, etc.), as well as the reason why they are interested in this assignment and in joining the ALSF.

Expressions of interest must be sent electronically to m.vallee@afdb.org with copy to alsf@afdb.org no later than **17 February 2023 at 5 pm (GMT)** and specifically mentioning in the subject: ALSF Contract Agent - Junior Legal Counsel. Unsuccessful candidates will remain in the ALSF's database for twelve (12) months.

Any questions and requests for clarifications may be sent to: m.vallee@afdb.org, with copy to alsf@afdb.org before **10 February 2023 at 5 pm (GMT)**. **Only short-listed individuals will be contacted.**

Mandatory documents: Please attach (i) a Curriculum Vitae using the template in Annex 1 and a (ii) cover letter expressing your interest in joining the ALSF. You may attach any other relevant materials but are not required to at this stage. Submission of additional materials will not constitute any advantage.

Applications that are submitted without a cover letter or that are not compliant with the Curriculum Vitae template will be rejected by the ALSF.



ANNEX I:

MODEL CURRICULUM VITAE (CV)

Title of the Assignment: **Contract agent – Junior legal counsel**

Department: **ALSF**

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) the details of the Bar Associations where you are admitted to practice; (ii) the number of years of relevant professional experience; (iii) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (iv) the responsibilities which you exercised. Utilise one half-page maximum.]

Education (University Level and above only):

| Name | of | Period | Diploma Obtained | Main Topic / Major |
|------|----|--------|------------------|--------------------|
|------|----|--------|------------------|--------------------|



| University - City - Country | | | | |
|-----------------------------|------|----|--|--|
| | From | To | | |
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Professional Training:

| Name of Training Institution- City - Country | Type of Training | Period | | Certificates or Diploma Obtained |
|--|------------------|--------|------|----------------------------------|
| | | From | From | |
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Employment Record:

[Begin with your most recent employment. For each job since your master's degree achievement, please indicate:

- Start Date and End Date (or current, for your current employment)
- 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 Legal Support Facility and/or 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 Legal Support Facility and/or African Development Bank may verify any statements which I have made in this application.

Date: _____

Signature :