
**REQUEST FOR EXPRESSIONS OF INTEREST
AFRICAN DEVELOPMENT BANK**

**[Headquarters - AfDB - Avenue Joseph Anoma
01 BP 1387 Abidjan 01 – Côte d'Ivoire]**

[General Secrétariat PSEG.1

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Expressions of interest are being requested for a **Short-Term Individual Junior Consultant**
Position

Brief description of the Assignment:

A BOARD SECRETARIAT OFFICER'S JUNIOR CONSULTANT

Department issuing the request: *General Secretariat PSEG.1*

Place of assignment: *Bank's headquarters in Abidjan, Côte d'Ivoire*

Duration of the assignment: *6 month*

Tentative Date of commencement: *Wednesday 01 March 2023*

Detailed Terms of reference for the assignment: A BOARD SECRETARIAT OFFICER'S JUNIOR CONSULTANT

Deadline for applications: *Friday 17 February 2023*

Applications to be submitted to: Mrs. NIAMKE - FRAM Joelle J. Aké (j.niamke@afdb.org)

Any questions and requests for clarifications may be sent to: Mrs. Sheila TEGOMOH (S.TEGOMOH@AFDB.ORG)

Terms of Reference for: A BOARD SECRETARIAT AND ELECTED OFFICER'S JUNIOR CONSULTANT IN THE OFFICE SECRETARY GENERAL AND GENERAL SECRETARIAT OF THE AFRICAN DEVELOPMENT BANK

1. Introduction / Background

1.1 The African Development Bank (the Bank) is a Multilateral Development Bank established in 1964 to catalyze sustainable economic development and social progress in its regional member countries (RMCs), thus contributing to poverty reduction. The Bank has 80 members consisting of 54 regional and 26 non-regional countries.

1.2 The Division PSEG.1 (Board Affairs and Proceedings) of the Bank Group reports to the Office of the Secretary General and is mainly responsible for providing secretarial services to the Board of Governors, the Board of Directors and their subsidiary organs. It manages relations between these Boards and Senior Management, and coordinates statutory relations between Senior Management, the Boards and member States.

1.3 The consultancy services being sought will be provided for the Board Affairs and Proceedings Division, PSEG.1; and the objective is to assist the division in strengthening the current capacity of its Board Secretariat and the Elected Officers sections.

1.4 The junior consultant shall report directly to the Head of Board Secretariat and the Elected Officers section, PSEG.1, and work under their supervision.

2. Objectives of the Assignment

The tasks of the junior consultant will require him/her to be fully involved in the activities of PSEG, especially those carried on by PSEG.1.

3. Key Activities

1. Assist the General Secretariat with regular updating of information on the Governors' platform to keep the Governors abreast of the relevant projects/activities of the Bank
2. Liaise with other departments and sections in the Bank to obtain relevant information for updating the platform.
3. Assist in the general management of the operations of the Governors' platform / microsite.
4. Ensure that the credentials of the Governors, Alternate Governors and the Designated Officials from the member countries are accurate and updated for the running of their Bank's emails.
5. Develop a monitoring system for the duration (sunset provisions) of all special Funds.
6. Contribute to the drafting and compilation of documents included in the agenda of the Boards of Governors
7. Assist in the preparation of statutory meetings (such as the Bureau, Joint Steering Committee Meetings) and participate at these meetings.

A. Performing Administrative Duties and Any Other Duties Assigned

The junior consultant shall also perform any other administrative duty, documentary research, and any other duties as required by the Head of Section, the Director or the Secretary General.

1. LOCATION OF THE ASSIGNMENT

- 1.1 The junior consultant will carry out his/her assignment from the Bank's premises in Abidjan, Côte d'Ivoire.

2. DURATION OF THE ASSIGNMENT

- 2.1 The Consultancy is expected to start approximately on or around 1 March 2023 and be completed over a period of 6 months, i.e. from **1 March 2023 to 31 August 2023**.

3. QUALIFICATION AND EXPERIENCE REQUIRED

- 3.1 The Junior Consultant shall have the following minimum qualifications and experience:

- a) A Master's degree in Law or a related field;
- b) Relevant experience and skills:
 - At least two (2) years of relevant work experience
 - Work experience and Knowledge of Board of Directors proceedings and meetings
 - Knowledge of the Bank's Board of Governors' statutory meetings
 - Strong sense of confidentiality
 - Fluent English and/or French and a good working knowledge of the other
 - Proficiency in Microsoft products including Windows, Word, Excel, Office365
 - Basic IT skills

Please attach updated Curriculum Vitae on the basis of the attached template.

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname: First Name:

Birth Date: Nationality:

Address: Country:

Telephone: E-mail:

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|--|--------------|-------------------|---|
| 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 | Organization 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. Utilize 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 | To | |
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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: