AFRICAN DEVELOPMENT BANK

TERMS OF REFERENCE

RECRUITMENT OF HR SYSTEMS ADMINISTRATOR

1. BACKGROUND

The African Development Bank Group (AfDB) is a regional multilateral development finance institution established in 1963 with a mandate to further the economic development and social progress of African countries, individually and collectively.

The Bank has approximately over 2100 staff members, who have been recruited from a wide geographic area only limited by membership in the Bank. There are currently 81 different nationalities from Africa, Asia, Europe and the Americas represented within the Bank making the institution multicultural in every sense of the word. The Bank has two official languages: English and French. It co-operates with a large network of international development partners.

HR OPERATIONS (PTCS.2)

HR Operations Division (PTCS.2), drives HR services for Bank staff and help achieve the results that will get the Bank closer to accomplishing its development goals. The strategic objective is to align the IT delivery strategy along with the Bank's business strategy, to increase the organizational effectiveness through efficient use of the HR Information Systems.

To support global operations, the current application landscape encompasses the core technologies include SAP 4/Hana, SuccessFactors, WordPress, Note JS, React JS, Python, HTML, CSS Frameworks, PHP, SQL Server, ORACLE, Business Objects, Tableau, EPI-USE Query Manager, SharePoint and many others.

2. OBJECTIVE

HR Operations Division (PTCS.2) of the African Development Bank requires the services of a Systems Administrator Consultant for the assignments outlined below.

The selected consultant will be responsible for the ongoing operation and administration of existing IT systems, supporting (or conducting) minor configuration and change requests. He/she will participate in research and development to enable ongoing innovation and will support the implementation of HRIS

projects and provide timely, accurate generation and dissemination of reporting activities. This includes providing quality assurance and control for deliverables, compiling sensitive high impact reports.

3. SCOPE OF THE SERVICES

The consultant's duties will be as follows:

- Participate in daily activities concerning the implementation of the HR applications in the different HR business areas (Personal Administration, Recruitment, Performance Management, Training and Learning Management, etc.).
- Provide business analysis expertise to solve complex problems in corporate applications.
- Participate in design and testing of modification/changes in SAP SuccessFactors
- Follow up with the users and other key Bank staff in carrying out the quality assurance tests, and effect requested amendments and corrections.
- Participate to the HRIS development projects.
- Ensure seamless integration to existing enhancements and standard SAP modules already in within the Bank.
- Provide the required documentation.
- Participate in projects related to improving the quality of data or improvement and automation of periodic reports.
- Participate in ensuring the consistency and integrity of HR data, perform regular master data clean-up exercises, alerting HR organizational Units and stakeholders to regular updating and timely data entry in the system.
- Prepare the weekly and monthly reports on recruitment, staffing and master data changes.
- Compile and preserve the statistical data on staffing.
- Assist in the provision of data on staffing and recruitment for institutional records.
- Create analytical models using reporting tools and data mining tools.
- Monitor key performance indicators for the human resources department.
- Participate in the development of training materials for HRIS applications and train users.
- Ensure knowledge proper transfer to Bank's Staff.
- Assist, as appropriate, to carry out various activities of client management.

4. DELIVERABLES

The following is the list of expected deliverables during the assignment:

- Participate in research and development to enable continuing innovation SAP SuccessFactors ecosystem.
- Conduct minor developments and implement upgrades on SuccessFactors as required in consultation with various Teams.
- Track SAP SuccessFactors solution transitions, certificate renewals and usage reports.
- Support administration and communication tasks related to SuccessFactors and related modules.
- Draft workplan to identify and prioritize upgrades in Upgrade Center.
- Ensure that HR systems and related procedures comply with the organization's processes, policies, regulations, and guidelines.
- Provide support to end users on Success factors platform.
- Change management and related tasks.
- Confidential compilation of all deliverables within the Department, this includes and is not limited to analytical reports for the use of the Management team and for other information purposes.

- Automate the generation of the monthly statutory reports and provide solutions that enhance the management/dissemination of HR Reporting.
- Monthly data audit report on master data changes.
- Overall HRIS and Master Data Management Standard Operating and assist, as appropriate, to carry out various activities.

The consultant shall submit a monthly report on the progress on expected deliverables. Payment will not be processed without clear communication on the status of the deliverables.

5. **PROFILE OF THE CONSULTANT**

- An individual of high integrity, with demonstrable / confirmed understanding of the required actions that indicate attention to preservation of confidentiality. Confirmation of the perceived level of integrity and confidentiality may be requested from referees.
- Master/ Engineering degree in HR, Information Systems, Quantitative methods, Finance, Business Management and/or equivalent work experience.
- Minimum of 5 years of relevant practical working experience in a large volume and busy computerized HR Unit.
- Strong analytical skills, and proficiency in the use of Bank standard software (Word, Excel, Access, PowerPoint, and web tools), preferable experience of SAP SuccessFactors.
- SAP SuccessFactors administration certification is a plus.
- Excellent knowledge and a good mastery of spread sheets, database software and related tools.
- Ability to be multi-tasking, compile, organize and prioritize under pressure with minimal supervision.
- Ability to meet strict deadlines and capacity to initiate and manage innovations and changes.
- Have a strong sense of rigor and accuracy, be proactive in implementing control and verification activities.
- Good interpersonal skills.
- Excellent written and oral communication skills.
- Fluent in French or English, with preferably a working knowledge of the other language.

6. **DURATION**

    The assignment duration is expected for 1 year, renewable once subject to satisfactory performance and funds availability.

7. **LOCATION**
    The work will be carried out remotely from the Consultant Office or on site at the Bank's Headquarters in Abidjan, Cote d'Ivoire.

8. **REPORTING**
    The consultants will have a reporting to the Chief HR Information Systems.

9. **Expression of Interest**
    Expressions of interest must be received **by email** at H.ESEGBA@AFDB.ORG no later than **Friday 05 June 2023 at 17:00 hours, Abidjan local time** and specifically mentioning "**Expression of Interest – HR SYSTEMS ADMINISTRATOR".** For questions and requests for clarifications, kindly email: N.YEO@AFDB.ORG**.**