

AFRICAN DEVELOPMENT BANK GROUP

AVENUE JOSEPH ANOMA
PLATEAU 01
ABDIJAN
COTE D'IVOIRE
Website: www.afdb.org



Date: 28 February 2023

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Treasury Department

E-mail: s.simon@afdb.org Telephone: +225 27-2026-4368

Expressions of interest are being requested for a Junior Consultant Position

Brief description of the Assignment: ASSISTING IN DEBT CAPITAL MARKET ACTIVITIES

Department issuing the request: Treasury Department

Place of assignment: Abidjan

Duration of the assignment: 6 months

Tentative Date of commencement: 1 April 2023

Detailed Terms of reference for the assignment: Attached

Deadline for applications: 15 March 2023

Applications to be submitted to: s.simon@afdb.org with a copy to k.werner@afdb.org and k.coulibaly@afdb.org

Any questions and requests for clarifications may be sent to the same recipients.

Please submit your proposal including Curriculum Vitae on the basis of the template attached.

Thank you.

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

Birth Date:

Address:

Telephone:

First Name:

Nationality:

Country:

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. Use a maximum of half a page.

Education (University Level and above only):

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

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's 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:

TERMS OF REFERENCE FOR THE HIRING OF A JUNIOR CONSULTANT

Introduction

The African Development Bank is a regional multilateral development bank whose shareholders include the 54 countries in Africa and 27 non-African countries from the Americas, Asia and Europe. The Bank was established in 1964 with its headquarters in Abidjan, Cote d'Ivoire. The Bank's primary objective is to promote the economic development and social progress of its regional member countries, individually and jointly. The central goal of the Bank's activities is promoting sustainable growth and reducing poverty in Africa. The Bank thus finances a broad range of development projects and programs.

The AfDB provides financial assistance to its member countries using resources primarily raised in the capital markets. One of the key objectives of the Treasury Department is to support the development mandate by raising cost effective resources from the capital markets. The Treasury department strives to ensure timely access to major capital markets for primary debt and take all necessary measures to increase investor awareness of its financial condition so as to enhance its new issues and secondary trading activities. The Bank is rated triple A by the major rating agencies.

Background

The AfDB's goal is to achieve a preferred investor status by being a regular and responsive issuer in the capital markets. The funding strategy focuses on raising cost-effective funding while maintaining a diversified investor base. Products offered to investors range from plain vanilla bonds to structured bonds to commercial paper, public issues to private placements, global bonds to African currency bonds to Uridashi issues that cater to our Japanese investor base. Investor relations is an important component of the funding strategy and is key to the Bank's borrowing activities.

Duties and Scope of Work

The Treasury Department is looking for a Junior Consultant that will be responsible for assisting in a series of key assignments. The consultant will work under the guidance of the Manager of the Capital Markets and Financial Operations Division.

The consultant will need to understand the AfDB Group, its strategy, achievements and how the Treasury department facilitates the Bank Group's mission. He/she will have knowledge of the international debt capital markets.

The assignments are of the following nature:

1. Monitoring of debt capital markets, both primary and secondary
2. Maintenance of the various databases of the division
3. Regular updates of the investor presentation and the Bank's borrowings website
4. Preparation of the Bank's Green and Social Bond newsletter
5. Maintenance of the Bank's Green and Social Bond webpages
6. Update of Bank's legal documentation for borrowings
7. Information to rating agencies (including ESG rating agencies)
8. Similar tasks as per the Division's requirements.

Requirements

The Junior Consultant should possess strong organizational, writing and analytical skills and must be very detail oriented. The candidate shall be well versed in research techniques and should be committed to the social and economic development of the African continent.

Eligibility criteria for the recruitment are:

- At least a master's degree (or its equivalent) in financial markets;
- Minimum of two years and a maximum of five years of relevant experience in a relevant discipline related to the assignment;
- Strong knowledge of international debt capital markets;
- Professional experience with some of the leading investment Banks is desirable;
- Competent in the use of Bank standard software (Word, Excel, PowerPoint, and web tools);
- Be under 32 years of age;
- Be a national of one of the member countries of the Bank;
- Fluent in English and/or French, with preferably a working knowledge of the other language.