

## African Development Bank



### **REQUEST FOR EXPRESSIONS OF INTEREST (REOI)**

#### **TEAM ASSISTANT – SHORT TERM CONTRACT**

Expressions of interest are being requested for a Team Assistant Consultant Position

1. The African Development Bank Angola Country Office (COAO) has been established to strengthen dialogue between the Bank and the government, development partners, the private sector, and the civil society, in the design of its development policies and programs. The office also seeks to assist the implementation and follow up of projects and programs in Angola with a view to enhancing portfolio quality, identification, promotion of participatory approach, and regional integration. COAO invites applications from qualified candidates to fill in the following vacant position. The posting will be in Luanda, Angola.
2. The incumbent will support the Country Program Officer, and the Principal Procurement Operations Officer on the operational work of the country office in Angola (COAO). He / She will make its contribution to lending and non - loan operations. Under overall guidance of the Country Manager she / he will be performing the following activities:

#### **PORTFOLIO MANAGEMENT**

- Provide secretarial assistance and general administrative support to the Country Office;
- Regularly updating and maintaining Country Office of Angola (COAO) electronic data filing system and analysis tasks as needed;
- Support Country Program Officer and Country Office of Angola Task Managers in managing missions and liaising with Partners and Project Managements Units;
- Assist to the preparation and monitoring implementation of the Country Office of Angola Annual Work Program and regular updates;
- Assist in preparing documents, briefing papers, reports, spreadsheets, and presentations as assigned;
- Logistical support for the Country Office meetings, missions, appointments, and other events to ensure that responsible Teams are well prepared;
- Perform any other duties assigned to him/her.

#### **PROCUREMENT MANAGEMENT**

- Control of the submission/ approval and regular updating of Project's Procurement Plans;

- Control of the regular submission by the Projects of the Contract Registration Form;
- Quality control of the following documents:
  - tender documents, evaluation reports, contracts , addendums and other procurement documents

## **SELECTION CRITERIA:**

### **(Including the skills, knowledge and experience required):**

- Hold a university Degree in economics, finance, statistics, management, development studies or related fields;
- Minimum 7 years of relevant experience in dealing with similar tasks in multinational/ bilateral and international institutions;
- Knowledge and experience in implementation of operations , planning and bases on contract management;
- Strong proficiency in the use of the Microsoft Office applications such as Word, and Power Point, Excel ; knowledge of SAP or similar software is desirable;
- Proficiency in English; good knowledge of Portuguese is a clear advantage;
- Good organizational skills and proven ability to manage a variable workload in a team environment, including the ability to meet deadlines.

3. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's Rules and Procedure for the engagement of Team Assistant STC. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.

## **DURATION OF THE ASSIGNMENT**

The assignment will be for **six (6) months** with possibility of renewal, subject to satisfactory performance. For the entire duration of the assignment, the team assistant shall be physically present at the Bank's offices in Luanda, Angola and the estimate starting date is **Immediate**.

## **REMUNERATION**

The candidate will be paid a competitive monthly lump sum for the entire period in accordance with Bank's remuneration guidelines for Team Assistant STC.

**Electronically submit applications in English no later than 28 of May 2023, to the following address: [Y.ARCELINA@AFDB.ORG](mailto:Y.ARCELINA@AFDB.ORG) with Reference/Subject: COAO TEAM ASSISTANT**

Please attach an updated Curriculum Vitae on the basis of the template below:

**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
<b>NAME</b>	<b>RELATIONSHIP</b>	<b>ORGANIZATION UNIT</b>	<b>PLACE OF ASSIGNMENT</b>

<b>LANGUAGE LEVEL</b>	<b>READ</b>	<b>WRITTEN</b>	<b>SPOKEN</b>
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
Others (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):**

<b>NAME OF UNIVERSITY - CITY - COUNTRY</b>	<b>PERIOD</b>		<b>DIPLOMA OBTAINED</b>	<b>MAJOR TOPIC/MAJOR</b>
	<b>From</b>	<b>To</b>		

--	--	--	--	--

**PROFESSIONAL TRAINING:**

NAME OF TRAINING INSTITUTION - CITY - COUNTRY	TYPE OF TRAINING	PERIOD		DIPLOMA OBTAINED	CERTIFICATES OR DIPLOMA OBTAINED
		From	To		

**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: