



AFRICAN DEVELOPMENT BANK – LIBERIA COUNTRY OFFICE

National Vacancy Announcement

The African Development Bank Field Office in Liberia (LRFO) 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 policy and programs, as well as on implementation, monitoring and evaluation of the poverty reduction strategy. LRFO also seeks to assist the operational functions of the Bank Group in launching and follow up of projects and programs in Liberia with a view to enhancing portfolio quality, identification, promotion of participatory approach, and regional integration. LRFO invites applications from qualified candidates to fill in the following vacant position. This is a national position and posting will be in Monrovia, Liberia and ONLY CVs of nationals or those with the relevant work permit would be considered.

SOCIAL PROTECTION SPECIALIST (LOCAL POSITION)

Duties and Responsibilities:

Under the general supervision of the Head of the Fragile States Unit (OSFU), the incumbent will carry out the following technical duties and responsibilities:

- Contribute to the preparation of the OSFU Pillar III pipeline (technical assistance programs) in social development, social protection, and poverty reduction in the Country of the Field Office;
- Prepare administrative and technical responses involving social protection and poverty reduction related to OSFU portfolio in the country;
- Task-manage a selected set of poverty reduction/social protection specific projects in the Country and prepare national poverty profiles, social protection priority areas in the Country, and MDG-related documents as requested by Unit Head
- Supervise on-going projects in social protection and poverty reduction in the country with specific attention to procurement of goods and services; review tender documents; evaluate the work of consultants and contractors; and contribute to the preparation of project completion reports and portfolio performance documents;
- Coordinate loan administration, disbursement, procurement, portfolio performance-related activities for social protection and poverty reduction technical assistance and capacity building projects ;
- Advise the relevant Country Team in the preparation of Country Strategy Papers (CSPs); Economic and Sector Work, applied research, and the identification, preparation, implementation, and supervision of programs, projects, and capacity building initiatives to articulate poverty reduction and social protection issues in favour of the achievement of the MDGs;
- Facilitate the implementation of the Bank's Fragile States Strategy and Operational Guidelines as well as other Bank wide policy on poverty reduction and strategy on social protection at the country level;
- Organize national events for the dissemination of operationally-relevant analytical tools for poverty reduction and social protection (e.g. on poverty measurement, pro-poor growth, and pro-poor public expenditures, poverty and social impact analysis--PSIAs, ESW on social protection, etc.) through conferences, workshops, and seminars to

strengthen the analytical capacity of Field Office Bank staff in supporting the PRSP process, development of strategies for social protection, and the achievement of the MDGs;

- Participate in donor coordination forums and represent the Unit Head at such national meetings and thematic working groups;
- Submit to the Unit Head monthly, bi-annual and annual reports on the performance of the OSFU portfolio related to Pillar 1 and Pillar 3 and bring to the attention of the Unit Head any imminent risk factors and emerging issues in that regard;
- Undertake any other duties as may be assigned by the Division Manager and/or the senior management.

SELECTION CRITERIA: (including desirable skills, knowledge and experience)

- At least a Master's degree or equivalent, in Economics, Social Sciences, or related disciplines;
- Preferably a minimum of six (6) years of relevant experience in the identification, preparation, supervision, and evaluation of social development projects in general and those dealing with social protection and poverty reduction in particular;
- Relevant experience with comparable multilateral institutions and/ or donor partners will be an advantage;
- Demonstrable understanding of regional social issues, analysis and policy formulation; knowledge of the practices of major bilateral and multilateral partner development agencies is an added advantage.
- Ability to work independently and in team; be creative and innovative; integrity;
- Competency in the use of standard software applications such as Word, Excel, Power Point, Access, SAS, etc. Knowledge of SAP will be an advantage;

Terms of Employment

Three years on a fixed-term contract with possibilities of renewal based on performance.

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit a fully completed Personal History Form (PHF), available from the Bank's web site, and attach a comprehensive Curriculum Vitae (CV) indicating date of birth and nationality. The President, ADB, reserves the right to appoint a candidate at a lower level. The African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply <http://www.afdb.org/jobs>

**Electronically submit application & CV no later than 5:00 pm on Monday,
19th of February, 2012**