**POSITION TITLE: ADVISOR TO THE EXECUTIVE DIRECTOR**

**INSTITUTION: AFRICAN DEVELOPMENT BANK**

**LOCATION: ABIDJAN, CÔTE D’IVOIRE**

**DURATION: MAXIMUM THREE YEARS**

**BACKGROUND**

Established in 1964, the African Development Bank (AfDB) is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 81 Member States, including 54 in Africa (Regional Member Countries).  The AfDB’s development agenda is delivering financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth.

The Board of the AfDB comprises 20 Executive Directors, each supported by a Senior Advisor and Advisor representing their respective constituencies. The Board is responsible for considering and approving projects and programmes for implementation in Regional Member Countries. It is also responsible for considering and approving policy, operational and financial instruments for the effective and efficient operations of the AfDB.

**THE CONSTITUENCY**

The Kingdom of Lesotho is a member of the African Development Bank and forms part of the Constituency representing the Kingdoms of Eswatini and Lesotho, and the Republic of South Africa.

**FEATURES OF THE ADVISOR POSITION**

The Advisor position is a professional appointment. Its duties are:

* Assist the Executive Director in negotiating with the AfDB to ensure that projects and programmes for constituency members are approved.
* Prepare position papers, briefings, and comments for the Executive Director on policy issues that would be considered by the Board.
* Attend and assist in preparations for meetings of the Board of Governors, replenishment meetings of the African Development Fund and any other relevant governance meetings of the AfDB.
* In the absence of the Executive Director, Alternate Executive Director and Senior Advisor, be responsible for representing the Constituency at meetings, as requested by the Executive Director.
* Present his/her arguments on country and policy issues in a clear and logical manner. Excellent communication skills (oral and written), as well as ability to work under pressure, to follow instructions and to honour agreed deadlines are therefore essential.
* Provide regular briefs to the Executive Director on specific matters relating to Lesotho and assist the Executive Director to advance the interests of Lesotho in the AfDB. Thus, the role requires investment portfolio coordination ability, private sector development experience as well as ability to explain and promote Bank facilities that are relevant to Lesotho.
* Actively maintain contact with AfDB Desk Offices within the Governments of Eswatini, Lesotho and South Africa, and other contacts set up by the three Governors to the AfDB.
* Not only represent his/her native country, but the Constituency as a whole. The Advisor will consequently need to have considerable knowledge of economic policy and conditions of the countries within the Constituency.
* Coordinate the planning and execution of Constituency Meetings and missions to Constituency member countries, in agreement with the Executive Director.
* Carry out any other relevant duties that the Executive Director might assign to him/ her.

**DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE**

* A post-graduate qualification, preferably a minimum Master’s degree in Economics, Finance or related field.
* Research skills, analytical ability, strong writing skills and experience in project management, evaluation and policy development are essential requirements for the position.
* An understanding of a broad range of financial issues including Banking, Capital markets, Infrastructure Finance, Investments/equity funds, and Corporate Finance.
* A strong background in management, coordination, mobilization & resource allocation, liaison, and project management are essential skills. A candidate to the post of Advisor should be very mature with solid technical skills and rich experience in the economic and financial sector.
* He/she should be a national of Lesotho and possess a minimum of ten (10) years’ work experience in the financial sector or economic governance and management.

**TERMS OF SERVICE**

The Advisor will be a national of Lesotho. S/he will be an employee of the AfDB answerable to the Executive Director. The appointment will be for a maximum of three (3) years, and the successful candidate will primarily work at the AfDB Headquarters in Cote d’Ivoire.

**PROPOSED DATE OF ASSUMPTION OF DUTY**

It is expected that the successful applicant will assume duties during the month of January 2025

Interested candidates are to e-mail or submit their application letters with a CV to [finance.hr@gov.ls](mailto:finance.hr@gov.ls) or hand deliver to:

Director Human Resource

Ministry Of Finance and Development Planning

Finance House, 3rd Floor offices 3014/15

P.O. Box 395

Kingsway road- Maseru

**Closing date: 26th September 2024**