



African Development Bank (AfDB)  
Director, Board Affairs Department (SGBA)

Executive Brief  
October 2014

A large, stylized circular graphic composed of multiple overlapping, curved white lines, similar to the SRI logo emblem, is centered on the page. It frames the text below it.

YOUR **SEARCH** IS OVER

## About the African Development Bank (AfDB)



The **African Development Bank (AfDB)** is Africa's premier development finance institution whose mission is to promote sustainable economic growth and reduce poverty by providing financial and technical assistance to or for the benefit of Africa's 54 countries. The Agreement establishing the African Development Bank was adopted and opened for signature at the Khartoum, Sudan, conference on August 4th, 1963.

This agreement entered into force on September 10th, 1964. The Bank began effective operations on July 1st, 1966. Its major role is to contribute to the economic and social progress of its regional member countries - individually and collectively.

The African Development Bank's authorized capital is subscribed to by 78 member countries made up of 53 independent African countries (regional members) and 25 non-African countries (non-regional members).

The institution's resources come from ordinary and special resources. Ordinary resources comprise:

- the subscribed shares of the authorized capital, a portion of which is subject to call in order to guarantee AfDB borrowing obligations;
- funds received in repayment of AfDB loans;
- funds raised through AfDB borrowings on international capital markets;
- income derived from AfDB loans; and
- other income received by the Bank, e.g. income from other investments.

Under Article 8 of the Agreement establishing the AfDB, the Bank is authorized to establish or be entrusted with administering and managing special funds which are consistent with its purposes and functions. In line with this provision, the African Development Fund (ADF) was established with non-African states in 1972 and the Nigeria Trust Fund (NTF) with the Nigeria Government in 1976. Other special and trust funds include:

- the Arab Oil Fund;
- the Special Emergency Assistance Fund for Drought and Famine in Africa;

- the Special Relief Fund.

The Bank has its headquarters in Cote d'Ivoire and its temporary relocation agency in Tunisia. In addition, it is present in 35 other countries and has an Asia representation office in Japan. The Bank has a total staff complement of over 2000.

The Vice Presidency General Secretariat of the Bank is comprised of three departments and the Front Office. The Departments are: Board Affairs (SGBA), Protocol & Conferences (SGPC), and Language Services (SGLS).

## Vision and Mission

The overall objective of the AfDB Group is to support the economic development and social progress of African countries individually and collectively, by promoting investment of public and private capital in projects and programs designed to reduce poverty and improve living conditions. Combating poverty is at the heart of the Bank's efforts to assist the continent to attain sustainable economic growth. The Bank Group therefore strives to mobilize internal and external resources to promote investment and provide technical assistance to the Regional Member Countries (RMCs). Additional resources are usually mobilized through co-financing with bilateral and other multilateral development agencies as well as from the financial markets. The AfDB Group also promotes international dialogue on development issues concerning Africa. It supports policy reforms, capacity building, knowledge sharing, studies and preparation of development projects. As from 2006, the Institution has placed greater emphasis on the following strategic areas: Investing in infrastructure; the private sector, supporting economic and governance reforms; promoting higher education, technology and vocational training; promoting regional integration. Through these core investment areas, the AfDB Group provides support to fragile states, low income countries, middle-income countries, agriculture and rural development, social and human development, the environment and climate change, and gender issues.

For further information on the AfDB, please visit <http://www.afdb.org/en/about-us/> or <http://www.afdb.org/en/documents/document/afdb-in-brief-13514/>.

## Director, Board Affairs Department (SGBA)

The Director, Board Affairs Department (SGBA) supports the Vice President Secretary General in ensuring a high performing General Secretariat and ensuring that other responsibilities of the complex are discharged effectively. The main objectives of the Board Affairs Department are as follows: (i) Prepare the work programmes, agenda and schedules of meetings of the Boards and the Committees ; (ii) Organize meetings of the Boards and their committees, as well as provide them with secretarial services; (iii) Provide secretariat services for the Boards of Governors and their subsidiary organs, and manage the relations between these Boards and Senior Management (iv) Monitor the implementation of decisions of the Boards by the organizational unit concerned; and (v) Provide administrative, and support services to Elected Officers, and provide recruitment support for their offices.

The AfDB ([www.afdb.org/en/](http://www.afdb.org/en/)) has retained SRI Executive Search ([www.sri-executive.com](http://www.sri-executive.com)) to assist with their search for an exceptional candidate to fill the position of Director, Board Affairs Department (SGBA).

The position will be based at the Bank's Headquarters in Abidjan.

## Opportunity

The role of Director, Board Affairs Department (SGBA) is critical for the success of AfDB. Reporting directly to the Vice-President Secretary General (VPSG), the Director Board Affairs Department (SGBA) will guide the AfDB's effective and timely performance of the General Secretariat.

## Role Profile

Under the general supervision of the Vice-President Secretary General (VPSG), the Director, Board Affairs Department (SGBA) will perform the following functions:

### Duties and Responsibilities:

- Manage a department that provides secretariat and administrative support to the Boards of Governors and Directors of the Bank;
- Set objectives, formulate policies, establish priorities, define and monitor the key performance indicators of the department;
- Plan, organize and coordinate all Board-related activities;
- Ensure that the department produces high-quality outputs within available resources, by making the best use of its human, financial and technological assets, and by monitoring and enforcing efficiency targets;
- Ensure effective communication between the Management and staff of the Bank, the authorities of member countries, officials from other organizations;
- Supervise budget preparation and follow its execution, and advise Senior Management on the budgetary and financial impacts of the department's functions;
- Monitor best practice and, as appropriate, liaise with counterparts in other organizations;
- Promote the sharing of best practice across the Board secretariat and Board administrative services;
- Represent the department, as needed, in bank-wide working groups;
- Propose the appropriate organizational structure of the department, assigning staff and material resources based on priorities and workload, coordinating and evaluating the work of staff and providing guidance on work problems;
- Assess the training needs of staff in the department, monitor and evaluate their performance, and recommend personnel actions to the Vice President Secretary General;
- Perform strategic Board secretariat support services when appropriate and necessary;
- Perform such other duties as may be assigned by the Vice President Secretary General.

## Required Experience and Qualifications:

### Education

The ideal candidate will hold a minimum of a Master's degree or its equivalent in Political Science, Corporate Governance, Business Administration, Economics, or related disciplines.

### Relevant Experience

- Preferably a minimum of ten (10) years of extensive and progressive experience in a similar organization, with managerial level experience in corporate governance and Board issues;
- Good understanding of corporate governance issues and the role of Boards in promoting these;
- Demonstrated experience on issues related to Board effectiveness;
- Excellent understanding of the Bank group's policies, strategy and operational issues and the role of the Board in these process;
- Demonstrated ability to take prudent business risks and make effective, timely and well-determined decisions;
- Ability to strategically engage the Board and Senior Management on issues of importance for the Bank
- Proven ability to build and lead motivated and committed teams across functional boundaries, and utilize talent and expertise of team members in a productive way;
- Strong managerial, interpersonal and communication skills; strong negotiating skills; ability to think strategically;
- Ability to work under pressure, prioritize work programs, and handle multiple tasks simultaneously;
- Ability to gain the confidence of senior management in delivering an efficient and effective service within agreed time and cost constraints;
- Ability to work effectively with other technical and management professionals of diverse occupational and cultural backgrounds in a cooperative team environment;
- Demonstrated ability to present and win support for ideas; a good listener; high level of integrity, discretion and confidentiality;
- Competence in the use of Bank standard software (Word, Excel, Access, and PowerPoint);
- Excellent written and verbal communications in English and French.

### Terms of Appointment

Salary is competitive and commensurate with qualifications and experience. A pension plan, life and medical insurances are included in the benefits package.



## Location: Abidjan, Cote d'Ivoire



Photo taken from <http://www.afdb.org/en/countries/west-africa/cote-d%E2%80%99ivoire/>

Abidjan lies on the south-east coast of the country in the Gulf of Guinea. The city lies on the Ébrié Lagoon. Abidjan is composed of two parts (northern Abidjan and southern Abidjan) with ten communes. The main towns which are near Abidjan are Jacquerville, Grand-Lahou and Dabou in the west, Sikensi, Tiassalé, Agboville, Adzopé and Aleppo in the north, and Grand-Bassam to the east. The city has a population of about 4.2 million.

The city has a tropical wet and dry climate with a long rainy season from May through July, a short rainy season (September–November) and two dry seasons, though rain is seen even during these dry seasons. Abidjan is generally humid throughout the year, with humidity generally at or higher than 80 percent. During the rainy season it can rain continuously for several consecutive days, or intensely for over an hour. The rainfall is abundant at about 2,000 mm per year. The monthly rainfall varies between about 20 mm and 500 mm in January to June and the temperature is almost constant at around 27 °C (81 °F).

The traditional language of the city was Ebrilé. Since independence, the official language in Abidjan and throughout Ivory Coast is French. While the official language is a formal variety similar to that of France, the most common form of French spoken in Abidjan is a colloquial dialect known as français de Treichville or français de Moussa and differs from standard French in pronunciation and in some of its vocabulary. Another form of spoken French in Abidjan is Nouchi, a highly informal variety used as adolescent slang. The historical lingua franca, still spoken and understood by most of the trading population of Abidjan, is Dioula. Finally, the city hosts many Ivorians from all over the country and so all the vernacular languages of the country, about sixty, are spoken, such as Attié, Baoulé, Bété, and Wobé.

## Key Steps in the Selection Process

1. If you wish to be considered for this position, please forward a copy of your CV and a supporting letter **in Microsoft Word format**, along with any relevant documentation to [AfDB-DBA@sri-executive.com](mailto:AfDB-DBA@sri-executive.com) on or before 17:00 UTC, **12<sup>th</sup> November 2014**. All information will be in the strictest confidence as we pride ourselves on our professional service. We will revert to you as soon as feasible when we have reviewed your application.
2. During the recruitment process, SRI Executive Search will require your cooperation in completing a Competency Profile. You will also be required to participate in a number of telephone or Skype conversations with the team to ensure there is a clear understanding of the Terms of Reference and also an appropriate “fit” for you and the African Development Bank.
3. Once we have acquired the details of all those interested in progressing with this opportunity, we will evaluate each candidate against the specific requirements of our client. SRI will then compile a “long list” of candidates for an initial interview with a member of SRI Executive search. The purpose of this interview is twofold - we explore our interest in your application and experience further while it gives you a great chance to explore any hesitation you may have. You may also be required to participate in a follow up interview for further screening and validation of language capability (French & English);
4. If both parties are in agreement to proceed, we shall present all qualified candidates to AfDB for the evaluation of their selection committee; SRI are only retained for this search assignment up to the submission of our long list of candidate recommendations
5. Upon presentation of our long list to AfDB, SRI will conduct a handover between selected candidates for interview and an AfDB representative for further analysis and processing;
6. It is anticipated that AfDB will define a candidate short list for review and will invite successful candidates to participate in a competency based interview process ideally with the result leading to a successful appointment for the position.

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