



## **JOB TITLE: OPERATIONS ASSISTANT - TANZANIA COUNTRY OFFICE (SHORT TERM STAFF)**

**Location:** Dar es Salaam, TZ

- **Grade :** GS5
- **Position No. :** 50086761
- **Posting Date:** 09/08/2023
- **Closing Date :** 10/07/2023

### **THE BANK:**

Established in 1964, the African Development Bank 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 Bank's development agenda is delivering the financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. In order to sharply focus the objectives of the Ten Year Strategy (2023 – 2032) and ensure greater developmental impact, five major areas (High 5s), all of which will accelerate our delivery for Africa, have been identified for scaling up, namely; energy, agro-business, industrialization, integration and improving the quality of life for the people of Africa. The Bank is seeking to build a management team that will lead the successful implementation of this vision.

### **THE COMPLEX:**

The Vice-Presidency for 'Regional Development, Integration and Business Delivery' is responsible for operational relevancy, efficiency and effectiveness of the Bank Group's

operational programs, and activities. The Complex ensures that the Bank operates successfully across its Regional Member Countries and oversees the full implementation of all aspects of the Bank's Regional Directorates. Five Regional Development, Integration and Business Delivery Hubs have been created, each run by a Director General: Southern Africa, North Africa, West Africa; East Africa, and Central Africa.

### **THE HIRING DEPARTMENT:**

The African Development Bank-Tanzania Country Office in Dar Es Salaam, Tanzania was established to strengthen dialogue between the Bank and Government of the United Republic of Tanzania, development partners, the private sector, and the civil society, in the design, implementation, monitoring and evaluation of its partnership strategy, development policy and programs/projects. The key functions of the office include: country programming, project administration, promoting participation, regional integration, country dialogue, and aid coordination, in line with the partnership principles and with a view to increasing development effectiveness and impact on the ground.

### **THE POSITION:**

The Short Term Staff – Operations Assistant will report to the Country Manager of the Tanzania Country Office. The assignment will be for a period of three (3) months and the incumbent will support the daily implementation of the office work program.

### **KEY FUNCTIONS:**

Under the Supervision of the Country Manager, the Operations Assistant will perform the following functions:

1. Create and maintain Country Office database, perform any task related to data entry and analysis as required, and ensure information is updated in physical and electronic filing systems (server shared Sankofa).
2. Monitor program activities through data management in SAP, SRAS, BPPS, RRS and other systems, and ensure that information on Bank-financed projects is regularly updated.
3. Support the Country Office and administrative staff in the preparation of planning and information documents, drawing on the information kept in the databases.
4. Monitor acquisitions and other requests for no objection received for all projects managed by the Country Office.
5. Contribute to the preparation of missions of project Task Managers, participate in missions, if necessary, and provide logistical support for the implementation of the program of conferences and workshops organized by the Bank in Tanzania.
6. Contribute to the preparation of notes and activity reports, summaries of meetings and/or information notes on operations, progress made, and lessons learned, based on project reports, workshops and information contained in the Bank's database.
7. Update data management information on SAP for all Bank-financed projects in Tanzania, including contract registration and results, in collaboration with project managers and the Country Program Officer.

8. Establish a database to track project disbursements & procurement related requests and documents submitted to the Bank.
9. Perform any other operational support task requested by the Country Manager and the Country Program Officer.

**COMPETENCIES** (skills, experience and knowledge):

1. Hold a minimum of a Bachelors degree in Business Administration, Project Management, Administration or a related field.
2. Have a minimum of four (4) years of relevant experience including experience in the areas of project management, development of work programs and budgets, and information management.
3. Proof of citizenship or evidence of permanent residency or work authorization in the proposed country of employment.
4. Excellent interpersonal and communication skills, with an ability to diplomatically interact with government and staff at all levels.
5. Have effective analytical, data analysis, research, and problem-solving skills.
6. Have a recognized ability to exercise good judgment in interpersonal relations at all levels, and in the handling of confidential information.
7. Excellent organizational, administrative and time management skills.
8. Previous experience with multilateral/bilateral development organizations is an advantage.
9. Good written and oral skills in French or English with a good working knowledge of the other language
10. Competence in the use of Bank standard software (Word, Excel, PowerPoint and Access). Knowledge of SAP and/or other integrated document management systems is an added advantage.

***THIS POSITION IS CLASSIFIED LOCAL POSITION STATUS AND DOES NOT ATTRACT INTERNATIONAL TERMS AND CONDITIONS.***

***ONLY NATIONALS OF MEMBER COUNTRIES OF THE BANK WHO ALREADY HAVE THE RIGHT TO STAY AND WORK THERE WILL BE CONSIDERED FOR THIS POSITION. THE BANK DOES NOT SPONSOR OR SUPPORT APPLICATIONS FOR WORK PERMITS AND RELOCATION FOR THE POSITION IN QUESTION.***

***Should you encounter technical difficulties in submitting your application, please send an email with a precise description of the issue and/or a screenshot showing the problem to: HR Direct [HRDirect@AFDB.ORG](mailto:HRDirect@AFDB.ORG)***

***Applicants who fully meet the Bank's requirements and are considered for interview will be contacted. Only online applications submitted with a comprehensive Curriculum Vitae (CV) and copies of the required degrees will be considered. The President, AfDB, reserves the right to appoint a candidate at a lower level. The African Development Bank is an equal opportunities employer. Female candidates are strongly encouraged to apply. <http://www.afdb.org>***

*The African Development Bank Group (AfDB) does not ask for payments of any kind from applicants throughout the recruitment process (job application, CV review, interview meeting, and final processing of applications). In addition, the Bank does not request information on applicants' bank accounts. The African Development Bank Group declines all responsibility for the fraudulent publications of job offers in its name or, in general, for the fraudulent use of its name in any way whatsoever*

*“Please note that the Bank does not accept dual nationality. Therefore, you are required to declare the nationality you would like to be considered by the Bank throughout your career, if hired. Please upload supporting Government issued IDs such as passport, National Identity Card or Certificate etc.”*

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