



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO
ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT
BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

www.bidc-ebid.org

Vacancies Announcement

INTRODUCTION

ECOWAS Bank for Investment and Development (EBID) is an international finance institution established by the new Article 21 of the ECOWAS Revised Treaty as amended by the Additional Act A/SA.9/01/07 of 19 January 2007. It comprises fifteen Member States, namely Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo. It has two windows, one for the promotion of the private sector and the other for the development of the public sector.

Since October 10, 2011, the Bank has strengthened its capital, by increasing its capital from 600 million to 1 billion UA, about 1.5 billion USD, 70% owned by the fifteen regional Member States of ECOWAS, the remaining 30%, about \$ 450 million are opened to subscription for non-regional partners. EBID's main objective is to contribute towards the economic development of West Africa through the financing of ECOWAS and NEPAD projects and programs, notable among which are programs relating to transport, energy, telecommunications, industry, poverty alleviation, wealth creation and job promotion for the well-being of the people of the region.

ECOWAS Bank for Investment and Development (EBID), based in Lome, Togolese Republic, is seeking to recruit qualified persons, who are citizens of the Community, to fill the following vacancies in the Professional staff category:

DIRECTOR OF RESEARCH AND STRATEGIC PLANNING (Grade D1-1)

Job Summary

Reporting to the Vice-President for Operations, the successful candidate will contribute to the realization of economic and strategic studies aimed at ensuring better understanding of the zone of operation of EBID and its environment. He or she will also contribute to the coherent planning and orientation of the intervention and assistance strategies of the Bank in favor of Member States.

Main Duties

- Advise the Management of the Bank on economic and strategic issues that could be relevant to the institution and the economies of the sub-region;
- Participate in the preparation of the Strategic Plan of the Bank, and in the implementation of its operational activities ;

Qualifications, experience and skills

- Master's Degree or its equivalent in Economics, Finance, Strategic Planning, International Trade or any related field from a recognized university or tertiary institution;
- Minimum of twelve (12) years professional experience acquired in a consultancy firm, investment bank or in the strategic department of a company, specializing in studies and analysis of policies on development and studies on the economic conditions of the sub-region

DIRECTOR OF OPERATIONS/ PUBLIC SECTOR (Grade D1-1)

Job Summary

Reporting to the Vice-President for Operations, the successful candidate will contribute to the establishment of a system for the identification, planning, budgeting and appraisal of public sector projects, especially regional integration projects.

Main Duties

- Identify the development potential and opportunities inherent in agricultural, rural development, basic infrastructure (transport, energy, telecommunication, town planning, health and education) and social (education, health, social welfare) projects;
- Define appropriate project appraisal methodology as well as its mode of implementation;

Qualifications, experience and skills

- Master's Degree or its equivalent in Economics, Finance, Civil Engineering (Projects Management, Public Works) or any related field, or equivalent certificate from a recognized university or tertiary institution;
- Minimum of twelve (12) years professional experience in a national or international institution specializing in the execution or financing of large-scale infrastructure (road, maritime, port or airport)

HEAD OF DIVISION, PROJECT AUDIT (Grade P5-1)

Job Summary

Reporting to the Director of the Department of Audit and Evaluation of Operations, the successful candidate will carry out the post evaluation of projects and programmes financed by the Bank.

Main Duties

- Formulate guiding principles based on General Guidelines on the Policy for Evaluation of Operations, compiling them in a manual;
- Formulate manual on preparation of final reports on the performance of projects, lines of credit and guarantees granted by the Bank ;

Qualifications, experience and skills

- Master's degree or its equivalent in Management, Finance or equivalent certificate in the relevant field;
- At least ten (10) years professional experience in an audit firm or in an investment bank;

HEAD OF DIVISION, TREASURY (Grade P5-1)

Job Summary

The successful candidate will, under the supervision of the Director of Finance Department, assist in keeping accurate and transparent records of the financial assets of the Bank, ensure compliance with the regulations on placement, reconcile the accounts of the Bank and keep basic information relating to cash-flow.

Main Duties

- Formulate policies and procedures for effective management of cash flow;
- Prepare and monitor of cash-flow projections and investment decisions;

Qualifications, experience and skills

- Master's Degree in Finance, Accounting or its equivalent in the relevant field ;
- At least ten (10) years minimum professional experience, preferably in the area of treasury management, financial risk management or any other comparable experience. Experience in the banking/insurance or experience acquired in a consultancy firm would be an advantage

HEAD OF DIVISION, FINANCIAL ENGINEERING AND ASSISTANCE TO SME's (Grade P5-1)

Job Summary

Reporting to the Director of Private Sector Operations, the successful candidate will assist in implementing and following up on the programme of action for the promotion and financing of SME's in ECOWAS.

Main Duties

- Prepare and implement measures to promote the development of SME's through specialized financial institutions;
- Identify SME's that are likely to contribute to the sub-regional integration strategy and implement appropriate plans of action;

Qualifications, experience and skills

- Master's Degree or its equivalent in Management or Financial Engineering, Accounting from a recognized university or tertiary institution.
- At least ten (10) years professional experience in the promotion of SMEs. Experience acquired in a consultancy firm or at a bank will be an advantage

HEAD OF DIVISION, BUDGET AND MANAGEMENT CONTROL (Grade P5-1)

Job Summary

Reporting to the Director of Finance, the successful candidate will assist in formulating and implementing administrative rules and policies relating to the investment and operating budget of the Bank.

Main Duties

- Prepare budgets and monitor their implementation in line with the procedures in force;
- Design and update indicators on the management of all the activities of the Bank and prepare on timely basis accurate report on the monitoring of the budget of the Bank;

Qualifications, experience and skills

- Master's Degree or its equivalent in Management, Finance/Accounting from a recognized university or tertiary institution;
- At least ten (10) years professional experience in management control. Work experience acquired in a similar position in a consultancy firm or investment bank would be an advantage.

HEAD OF DIVISION, ENVIRONMENT AND SUSTAINABLE DEVELOPMENT (Grade P5-1)

Job Summary

Reporting to the Director of Finance, the successful candidate will assist in formulating and implementing administrative rules and policies relating to the investment and operating budget of the Bank.

Main Duties

- Carry out identification, appraisal, supervision, monitoring (during implementation and upon completion) of development projects under all the sectors of activity financed by the Bank;
- Participate in the appraisal of the environmental impact of projects and ensure conformity of Environmental and Social Impact Assessment (IES);

Qualifications, experience and skills

- Master's Degree or its equivalent in Environmental Studies;
- At least ten (10) years' experience in environmental and social impact assessment of projects, analysis, monitoring and appraisal of projects. Work experience in a consultancy firm or in an investment bank will be an advantage;

PRECIS WRITER / TRANSLATOR FRENCH (Grade P5-1)

Job Summary

The successful candidate shall, under the supervision of the Head of Board Secretariat Division, draft minutes of the decision-making organs of the Bank: Board of Governors, Board of Directors, Management Committee, in French language, and editorial review of the said minutes in the most preferred style as may be required and translation of documents.

Main Duties

- Draft minutes of the decision-making organs and at other meetings and editorial review of the said minutes as may be required;
- Translate sensitive and complex documents from English into French using a specialized standard vocabulary and complying with acknowledged standard quality

Qualifications, experience and skills

- Bachelor's degree in languages and an advanced degree in Translation or other related field or equivalent from an institution of equivalent status;
- At least five (05) years of professional experience in drafting of minutes, preferably in an international organisation

TRANSLATOR/ INTERPRETER ENGLISH (Grade P5-1)

Job Summary

The successful candidate shall, under the supervision of the Head of the Language Services Division, translate a wide range of documents on economic, financial, legal, administrative, technical, operational issues relating to projects financed by the Bank, as well as interpret at meetings of the Bank, from French into English.

Main Duties

- Translate sensitive and complex documents using standard and specialized vocabulary and complying with acknowledged quality standard;
- Review and align translated documents with other official documents of the Bank while ensuring consistency of terminology and quality of style;

Qualifications, experience and skills

- Bachelor's degree in languages and an advanced degree in Translation or Interpretation or other related field ;
- At least five (05) years of professional experience in translation and interpretation, preferably in an international organisation

ENGLISH REVISOR (Grade P5-1)

Job Summary

The successful candidate shall, under the supervision of the Head of the Language Services Division, revise texts translated into English by in-house Translators or free-lance Translators for the Bank relating to a wide range of documents on economic, financial, administrative, technical as well as operational documents relating to projects financed by the Bank. **Main Duties**

- Check the accuracy and concordance of translation with the original text while ensuring consistency of terminology and quality of style ;
- Review and harmonize documents translated by a pool of in-house or free-lance Translators ;

Qualifications, experience and skills

- Bachelor's degree in languages and an advanced degree in Translation or other related field ;
- At least ten (10) years in the area of translation or revision, preferably in an international organisation

CIVIL ENGINEER (Grade P4-1)

Job Summary

The successful candidate will assist in the implementation of the Institution's policy in the area of financing of infrastructure projects.

Main Duties

- Identify structure works and technical equipment;
- Appraise technical aspects of projects (objective analysis of equipment and installation needs.)

Qualifications, experience and skills

- Bachelor's degree / Master's degree in Civil Engineering or any equivalent ;
- At least seven (07) years of professional experience in analysis, appraisal, monitoring and management of infrastructure projects, preferably in a banking environment

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INDUSTRIAL ENGINEER (Grade P4-1)

Job Summary

The successful candidate shall assist in executing the policy of the Institution in the area of financing of industrial and agro-industrial projects throughout the project cycle.

Main Duties

- Identify industrial and agro-industrial projects;
- Package industrial and agro-industrial projects;

Qualifications, experience and skills

- Bachelor's degree / Master's degree in Electrical or Mechanical Engineering or any other equivalent certificate ;
- At least seven (07) years of professional experience in the analysis, monitoring and appraisal of industrial projects

ECONOMIST/ STATISTICIAN (Grade P4-1)

Job Summary

Reporting to the Director of the Department of Public Sector Operations, the successful candidate will contribute to the collation and analysis of information that will enable the Bank to eventually put in place a mechanism for programming and monitoring of its activities.

Main Duties

- Manage the Bank's socio-economic data and monitor macro-economic developments in Member States;
- Design and apply models for making macro-economic projections and for carrying out economic and financial assessments

Qualifications, experience and skills

- Bachelor's degree / Master's degree or equivalent in Finance, Financial Engineering, Statistics, Economics, etc. from a recognized university or tertiary institution;
- At least seven (07) years professional experience in quantitative analysis of programs, monitoring and evaluation acquired in an international organization or in a development project financed by bilateral or multilateral donors;

RISK ANALYST (Grade P4-1)

Job Summary

The successful candidate will, under the supervision of the Head of Risk Analysis Department, assist in risk management. The task will involve identifying, assessing, controlling and monitoring risks that the Bank may be exposed to within the framework of its activities.

Main Duties

- Formulate and implement instruments for analysing and managing risks;
- Assist in managing risks stemming from the operations of the Bank (loans, guarantees, borrowings, equity participation, etc);

Qualifications, experience and skills

- Master's degree or its equivalent in Accounting, Finance, Banking or its equivalent certificate ;
- At least seven (07) years professional experience in the analysis and management of risks preferably in the banking sector

LEGAL OFFICER (Grade P4-1)

Job Summary

Reporting to the Head of Legal Affairs Division, the successful candidate will participate in all legal work of the Division.

Main Duties

- Draft, finalize, examine, prepare variety of legal documents covering all aspects of the operations and management of the Bank, namely: loan agreements, guarantee agreements, service provision contracts, etc.;
- Prepare opinions on various legal issues relating to the activities of the Bank

Qualifications, experience and skills

- Bachelor's degree/ Master's degree in Law or its equivalent from a recognized university or tertiary institution plus a professional law certificate;
- At least seven (07) years of experience preferably in the Banking Sector or in law practice etc. Previous experience in an international institution would be an added advantage;

FINANCIAL ANALYST (Grade P3-1)

Job Summary

The successful candidate will assist in implementing the project financing policy of the Institution within the framework of project cycle.

Main Duties

- Identify, appraise and prepare projects;
- Monitor procedures for the procurement of goods and services;

Qualifications, experience and skills

- Bachelor's Degree or its equivalent in Accounts, Finance, Management;
- At least five (05) years professional experience in the analysis, monitoring and financial and economic appraisal of projects;

PROGRAM ANALYST (Grade P3-1)

Job Summary

The successful candidate shall, under the supervision of the Head of Computer Systems Division, assist in analysing the needs of users, developing and maintaining computer applications and monitoring them.

Main Duties

- Analyse and develop computer applications ;
- Assist in the maintenance and the development of the website of the bank
- Bachelor's degree in Computer Programming, MIAGE or equivalent certificate;

Interested candidates should submit their applications by mail or by electronic mail to the following address, by **20th January 2011**, at the latest.

ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT (EBID)

128, Bd. 13 Janvier, BP 2704, Lome-Togo.

E.mail:bidc@bidc-ebid.org

NB: Only shortlisted candidates will be invited for a test.

EBID reserves the right to withdraw the notified vacancies or offer a position at a lower grade.

- At least five (05) years professional experience in banking institution in which large scale projects have been carried conclusively

ACCOUNTANT (Grade P3-1)

Job Summary

Reporting to the Head of Accounts Division of the Department of Finance, the successful candidate will contribute to ensure proper and accurate recording of accounting entries (authenticity and accuracy of accounting documents, entries) in line with the accounting plan of the Bank and implement the financial policy of the Bank.

Main Duties

- Ensure the accuracy of account balances and effect correcting entries;
- Ensure the parametering of account plans and the processing of accounting data;

Qualifications, experience and skills

- Bachelor's Degree or its equivalent Accounts, Finance, Management;
- At least five (05) years' experience, especially in the preparation of accounts of projects financed by international organizations

BUILDING MAINTENANCE OFFICER (Grade P2-1)

Job Summary

Reporting to the Head of Division, General Services, the successful candidate will assist in drawing up and implementing the maintenance policy relating to the headquarters building of the Bank: drawing up a list of the needs of the various departments, realization of technical audit, quantifying works, and proposing activities to be carried out;

Main Duties

- Draw up a list of activities to be carried out using documents such as building plans, maintenance programme as reference;
- Prepare such documents, where they do not exist, using the existing regulations and what has been observed as guide;

Qualifications, experience and skills

- Degree or its equivalent in Civil Engineering or Building Technology;
- A minimum of three (03) years professional experience in similar post in a large public organization or engineering consultancy or construction firm



Application must include:

- a detailed curriculum vitae
- a letter of interest
- copies of degrees or certificates
- copy of identity card or passport

Candidates must:

- be nationals of ECOWAS Member States
- be not more than 45 years old;
- be computer literate (Word, Excel, Access and PowerPoint)
- be fluent in French and/or English and/or Portuguese, and proficient in one of the other two languages
- copy of birth certificate