

REQUEST FOR EXPRESSIONS OF INTEREST JUNIOR LEGAL CONSULTANT

Expressions of interest are being requested for a Junior Consultant Position:

Brief description of the Assignment:	ALSF - Junior Legal Consultant – Institutional Team
Department issuing the request:	ALSF – African Legal Support Facility
Place of assignment:	ABIDJAN
Duration of the assignment:	February 2018 – August 2018 (6 months renewable)
Tentative Date of commencement:	1 February 2018
Deadline for applications:	22 January 2018
Applications to be submitted to:	alsf@afdb.org
Any questions and requests for clarifications may be sent to:	c.freiredacosta@afdb.org

Terms of Reference

1. Introduction / Background

The African Legal Support Facility ("ALSF" or the "Facility") will require the services of a legal consultant (the Consultant) to assist in the Corporate Secretariat Services division.

The ALSF is hosted at the African Development Bank in Abidjan, Côte d'Ivoire. The ALSF's main objectives include: (i) assisting African Governments in defending against litigation brought against them by vulture funds (and other such entities); (ii) providing legal advisory services to African Governments in the negotiation of complex commercial transactions relating to extractive resources, infrastructure, PPPs, debt, and related commercial agreements; (iii) capacity building for lawyers related to the above; and (iv) development of knowledge products.

The institutional structure of the Facility consists of (i) the Governing Council, (ii) the Management Board, and (iii) a Director. The Corporate secretary shall provide members of the Governing Council and Management Board with key information, documentation and legal advice on a timely basis to enable them to make informed decisions. The Corporate secretary will also serve as the institutional memory of the Facility and should advise the Director on all matters related to the work of the Board and the Council.

The suitable qualified consultant shall be part of the ALSF's Corporate Secretarial Services

team and shall assist the Corporate Secretariat division in i) legal advisory and ii) institutional and corporate secretarial services.

Objectives and Tasks of the Assignment

- Draft Preliminary legal documents required for the meetings of the Management Board and Governing Council and for the effective operation of the ALSF and furnish key information, documentation and advise as required;
- Assist in managing correspondence with member states of the Facility and any queries from representatives of such member states as they relate to the Facility;
- Assist in organizing meetings of the statutory organs of the Facility, drafting and preparing correspondence relevant to the meetings including minutes, resolutions or amendments to the resolutions;
- Assist in ensuring that documents presented to the Management Board and Governing Council are accurately translated into the official languages of the Facility in a timely fashion;
- Perform such other assignments as may be required from time to time by the Director and the Corporate Secretary.

2. Administration/reporting

The consultant will report to the Corporate Secretary who will adequately brief and guide the consultant.

3. Duration of the assignment

The assignment will last for six (6) months, starting in February 2018 and ending in August 2018. The consultant will be based in Abidjan, Côte d'Ivoire.

4. Qualifications and Experience Required

- a. A Minimum of a Master's degree or its university equivalent in Law plus admission to the Bar of a member of the African Development Bank.
- b. Professional experience (between two (2) and five (5) years) including in international law and in matters pertaining to the organization and conduct of meetings, protocol questions as well as various activities and matters related to organizations as the ALSF.
- c. Demonstrated effective coordination skills and an ability to work under pressure in a multicultural environment to complete multiple tasks and meet deadlines.
- d. Excellent written and oral skills in English or French with a working knowledge of the other language.
- e. Must be a citizen of a member country of the African Development Bank. Preference will be given to candidates from Regional Member Countries of the African Development Bank.
- f. In addition to the foregoing, the consultant should possess:

- i. High level of integrity, moral values, discretion and confidentiality;
 - ii. Competence in the use of standard IT software (Word, Excel, PowerPoint).
- g. The Consultant should be under 32 years of age.

5. Remuneration

The consultant shall be paid a total monthly lump sum, comprising fee, subsistence or other incidentals, for the duration of the assignment, which is commensurate with the number of years of work experience. The ALSF will cover travel and field mission costs (if any) as per African Development Bank rules in this regard.

6. Please attach a Curriculum Vitae on the basis of the template in Annex 1.

ANNEX 1:
MODEL CURRICULUM VITAE (CV)

Title of the Assignment: **Junior Legal Consultant**

Department: **ALSF**

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.^o employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organisation Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

Professional Training:

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record:

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: _____

Signature: _____