

AFRICAN DEVELOPMENT BANK_LIAISON OFFICER VACANCY JOB ANNOUNCEMENT

The African Development Bank (AfDB) is a multilateral development bank committed to foster a vision of an Africa that is prosperous, inclusive, resilient and integrated, by accelerating inclusive green growth, driving prosperous and resilient economies while balancing environment, equity, and economy.

It promotes the private sector development in African countries by fulfilling its high 5 operational priorities: ensuring universal electricity access, strengthening food security, driving industrialisation, building regional value chains, and supporting African people to fulfil their potential.

The Italian Trade Agency ("ITA") is a governmental entity with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation. ITA provides information, support and advice to Italian and foreign companies.

The role: Liaison Officer

We are seeking a suitable candidate for the role of **Liaison Officer with the African Development Bank in collaboration with the office of the Executive Director of the Italian Constituency** to foster engagement between Italian companies, industry associations and the Bank itself.

Key Responsibilities:

The selected candidate will support the Executive Director in the following capacities, among others:

- Assist Italian companies, trade associations, ITA offices, Sace-Simest, Confindustria in their relations with the AfDB;
- Assist companies/organizations in their contacts with the AfDB sector specialists;
- Writing the monthly ITA Newsletter for AfDB;
- Assist in organising trade missions of the Italian companies to the AfDB HQ; ● Keeping track of the data related to the number of contracts awarded to companies and shortlisted companies;
- Organization of briefings, events, conferences, seminars, workshops, "brown-bag lunches", online and remotely;
- Promoting actions of the AfDB policies and investment strategy to foster economic and trade relations for Italian companies and trade associations;
- Maintaining regular contact with Italian Industry associations (ANCE, OICE, ANIE, ANIMA and others), companies and consultants particularly active in these sectors;

- Review, analyze and summarize project and policy documents;
- Provide summary information as required to constituency authorities;
- Handle enquiries and correspondence.

The role is open to both recent graduate students and professionals with at least 3 years of experience.

Qualifications:

- Proven experience working in finance and international organizations and or development organizations;
- Academic background (preferably at the graduate level) in Policy, International Relations, Economics, International Political Economy and/or Finance;
- High fluency in English, Italian and French (both spoken and written) is essential with proficiency in other languages being an advantage.

Knowledge:

- Sound understanding of international economics, finance, and development. Knowledge of capital markets, fixed income and equity is also advantageous. Understanding of transition and impact assessment is also sought;
- Knowledge of the AfDB and its activities, its governance and stakeholders.

Competencies:

- Ability to develop and manage strategic relationships with private and public sector officials in cross-cultural environments;
- Strong organizational, time management and problem solving skills;
- Ability to negotiate and to communicate effectively orally and in writing;
- Ability to identify emerging issues, develop, and recommend options and strategic advice for decision makers.

Requirements to guarantee and clarify at the time of application:

- Applicants must be eligible to work in the Ivory Coast and should commit to apply for residence within two weeks after arrival;
- Applicants must be able to show any current and valid passport or ID;
- Applicants should be fully vaccinated against yellow fever before taking up the position;

- He/She needs to take care of the visa procedures on his/her own upon selection and bear the costs of the residence permit (which costs around 380,00 euros);
- They must provide a No Criminal Record (Casellario Giudiziale) Certificate which will then be translated in English to be submitted to the Ivory Coast Embassy before the visa;
- Applicants must comply to open a local bank account.

Conditions:

- The selected candidate will work full time in Abidjan (Ivory Coast) and expected to divide his/her time between ITA office in Abidjan and the office of the Executive Director for Italy of the AfDB;
- The position may involve travel to Italy as well as participation in the AfDB's Annual General Meeting and visits to various AfDB Recipient Countries;
- The dates of the Liaison Officer contract are initially for a twelve-months period and have the potential for extension;
- The offered basic salary will be in the range of 1.500 - 2.000 euros net per month (or CFA equivalent). The contractualisation will take place with an Ivorian human resources agency, hired by the Italian Trade Agency.

Application:

- Please submit a short cover letter and your resume addressed to Mr. Alessandro Gerbino by sending an email to desk-afdb@ice.it and organismi.internazionali@ice.it in copy, by March 14th, 2025, 23.59 (CET time), titled "**AfDB Liaison Officer 2025 Application**".

Please note that recruitment and selection will be handled by a committee which includes the Italian Trade Commissioner for the Ivory Coast, a Representative of the Embassy of Italy in the Ivory Coast, a Representative of Italian Ministry of Economic and Finance (MEF) and the Executive Director of the Italian Constituency of the AfDB. The process will consist of a review of the personal CV, after which short-listed candidates will be asked for an on-line or in presence interview.

Please note that only selected candidates will be contacted (online or in person).