



## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **AFRICAN LEGAL SUPPORT FACILITY (ALSF)**

#### **Long-Term Contract Agents**

#### **Junior Legal Counsel**

The African Legal Support Facility (“ALSF” or the “Facility”) hereby invites individuals to indicate their interest in the following assignment: Long-Term Contract Agent – Junior Legal Counsel. This role is a junior level position in the ALSF job classification for the Operations Division.

#### **General information about ALSF**

The ALSF is an international organisation hosted by the African Development Bank in Abidjan, Côte d’Ivoire. The ALSF’s main objectives include: (i) providing legal advisory services to African governments in the structuring and negotiation of complex commercial transactions related to extractives and natural resources, energy, sovereign debt, and infrastructure development under public-private partnerships (the “Key Sectors”); (ii) capacity building for lawyers and government professionals related to the above; and (iii) development of knowledge products.

The Junior Legal Counsel is part of the Advisory Services Unit of the Operations Division and assist the Sector Leads, Head of the Advisory Support Unit and the Division Manager & Head of Operations in i) legal analysis and advisory work and ii) project supervision and management. The Junior Legal Counsel assists with the identification of projects, coordination and provision of legal advice to governments, and coordination of external legal counsel. The Junior Legal Counsel also negotiates financing agreements, provides institutional support as required, and assist the Capacity Building Unit to organize capacity building programs.

#### **1. Objectives and Tasks of the Assignment**

The incumbent’s role of the Junior Legal Counsel includes, but is not limited to:

- Analyse country requests for legal assistance and review and prepare project proposals and reports to the Division Manager & Head of Operations, Director, and Management Board of the Facility.
- Conduct legal due diligence on proposed transactions such as the review of project documents and agreements (including power purchase agreements, concession agreements, joint venture agreements, management agreements,



government support agreements, mining agreements, production sharing agreements, etc.).

- Assist in recruiting and managing external legal counsel, including negotiating cost-effective fee arrangements, monitoring the work and managing the relationship with the governments.
- Actively seek, and identify, a pipeline of projects which are consistent with the ALSF's scope of work.
- Draft and negotiate financing agreements and prepare other legal documents as required.
- Draft and prepare letters of correspondence, memorandums of understanding, position papers, concept notes, reports and all the required documentation between the ALSF, governments, and relevant stakeholders.
- Assist with the review and drafting of agreements and related contractual documentation falling within the scope of ALSF's mandate particularly in connection with ALSF's Key Sectors.
- Contribute to the development, coordination and implementation, in support to the Capacity Building Unit and pursuant to the ALSF's capacity building strategy, knowledge management tools and capacity building programs, targeting government officials, private sector lawyers and other relevant stakeholders, including, where appropriate, in cooperation with partners and other institutions and the private sector, aimed at improving their understanding and competence in the relevant abovementioned areas, taking into account lessons learned from ALSF previous interventions.
- Regularly liaise and interact with senior government officials to discuss ALSF's interventions.
- Contribute to compilation of precedents and best practices in negotiating complex commercial transactions.
- Liaise with partners, co-financiers and facilitate cooperation with other development partners.
- Assist in the drafting of policy documents on operational matters relating to the Facility.
- Ensure that, if required, 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 Division Manager & Head of Operations, and Director of the Facility.

## **2. Competencies**

Required skills are those related to know-how and interpersonal skills:

- Know (knowledge): Proven technical competence and experience in international private law, project finance, international arbitration and/or commercial contracts.
- Know-how (skills): Demonstrated understanding of at least one (1) the ALSF's Key Sector(s) (energy, extractives & natural resources, infrastructure PPPs, sovereign finance) relevant to ALSF's portfolio of projects; Strong skills in preparation and negotiation of complex legal documents including briefs, legal opinions, commercial transaction agreements and related transactions; Demonstrated effective coordination skills; Proficiency in Microsoft Office; knowledge of cloud-based project management software.
- Soft skills (behaviors, attitudes): Ability to work under pressure in a multicultural environment to complete multiple tasks and meet deadlines, high-level skills in communication, team building, inter-personal relationships, writing, and analytical skills.
- Language skills: Ability to communicate and write effectively in English and/or French with good working knowledge of the other language.

## **3. Required Qualifications and Experience**

- Relevant Education degree required: A minimum of a master's degree or related disciplines in Law, or a first university degree plus a relevant combination of academic qualifications in law e.g. Juris Doctor (JD).
- Relevant Professional Certification required: Admission to the Bar of (or diploma to practice law in) a member of the African Development Bank.
- Candidates shall be thirty-two (32) years old maximum, with relevant professional experience required (including post-graduate internship): 2-5 years of relevant professional experience preferably with an established international law firm, and/or international financial institution.

## **4. Particular Conditions**

- Must be a citizen of a member country of the African Development Bank
- Requires frequent travel and high-level engagement with international stakeholders.
- Must demonstrate a high level of integrity, moral values, discretion, and confidentiality.



## **5. Administration/reporting**

The Junior Legal Counsel will report to the Chief Legal Counsel & Head of Advisory Support and works closely with internal and external stakeholders.

## **6. Duration of the Assignment**

The assignment will last for twelve (12) months, starting as soon as the process is completed.

## **7. Location of the Assignment**

The Contract Agent will be based in Abidjan, Côte d'Ivoire or Pretoria, South Africa.

## **8. Remuneration**

The contract agent 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.

## **9. How to apply**

The African Legal Support Facility invites individuals to indicate their interest in providing the above-described services. Interested individuals shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (reference to similar services, experience in similar assignments, etc.), as well as the reason why they are interested in this assignment and in joining the ALSF.

Expressions of interest must be sent electronically to [m.vallee@afdb.org](mailto:m.vallee@afdb.org) with copy to [alsf@afdb.org](mailto:alsf@afdb.org) no later than **12 September 2025 at 5 pm (GMT)** and specifically mentioning in the subject: ALSF Contract Agent - Junior Legal Counsel. Unsuccessful candidates will remain in the ALSF's database for twelve (12) months.

Any questions and requests for clarifications may be sent to: [m.vallee@afdb.org](mailto:m.vallee@afdb.org), with copy to [alsf@afdb.org](mailto:alsf@afdb.org), before **05 September 2025 at 5 pm (GMT)**. **Only short-listed individuals will be contacted.**

**Mandatory documents: Please attach (i) a Curriculum Vitae using the template in Annex 1 and a (ii) cover letter expressing your interest in joining the ALSF. You may attach any other relevant materials but are not required to at this stage. Submission of additional materials will not constitute any advantage.**



**Applications that are submitted without a cover letter or that are not compliant with the Curriculum Vitae template will be rejected by the ALSF.**

## ANNEX I:

### MODEL CURRICULUM VITAE (CV)

Title of the Assignment: **Contract agent – Junior legal counsel**

Department: **ALSF**

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

<b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.° employed in the African Development Bank?</b>			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) the details of the Bar Associations where you are admitted to practice; (ii) the number of years of relevant professional experience; (iii) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (iv) the responsibilities which you exercised. Utilise one half-page maximum.]

### Education (University Level and above only):

Name	of	Period	Diploma Obtained	Main Topic / Major
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University - City - Country				
	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's degree achievement, please indicate:

- Start Date and End Date (or current, for your current employment)
- 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 Legal Support Facility and/or 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 Legal Support Facility and/or African Development Bank may verify any statements which I have made in this application.

Date: \_\_\_\_\_

*Signature :*