



RECRUITMENT NOTICE (RESOURCE MOBILISATION OFFICER)

The African Legal Support Facility (“ALSF” or “the Facility”) invites qualified candidates to submit applications for the position of **RESOURCE MOBILISATION OFFICER**. The role requires the ability to translate complex legal support to governments into clear, accurate communications and evidence-based stories for key stakeholders.

1. ABOUT THE ALSF

The ALSF is an international organisation established by treaty in 2008 and hosted by the African Development Bank (AfDB). ALSF’s membership comprises African countries (Regional Member Countries or RMCs), non-RMCs, AfDB, and other international organisations.

The ALSF supports African governments by providing high-quality legal and technical assistance to undertake complex commercial transactions and creditor litigation in order to ensure fair and equitable outcomes and sustainable development results for African countries. The Facility supports governments primarily in the following sectors: energy, natural resources and extractives, infrastructure public-private partnerships (PPPs), and sovereign finance. The ALSF also develops knowledge resources and provides capacity building for public officials and legal professionals to strengthen countries’ capacity to negotiate and manage complex transactions.

Under its Medium-Term Strategy 2023–2027 (MTS), the ALSF aims to expand the reach and development impact of its support to RMCs while strengthening the Facility’s financial sustainability.

2. THE HIRING DIVISION/UNIT

The Front Office Division (FOD) is the strategic and delivery hub of the Facility, bridging institutional strategy, operational execution, and financial stewardship. The Division integrates key institutional functions that support operational delivery and institutional effectiveness, including Finance, Resource Mobilisation, Partnerships, Communications, Monitoring, Evaluation and Learning (MEL), and Information Technology (IT). Through these functions, the Division supports institutional strategy, operational coordination, financial stewardship, and stakeholder engagement across the Facility’s activities.

The Resource Mobilisation Unit (RMU) is responsible for supporting ALSF’s financial sustainability by strengthening relationships with existing financing partners and donors and identifying new funding opportunities aligned with the Facility’s strategic priorities. The Unit supports the development of funding proposals, coordination of donor engagement, and implementation of the ALSF Financial Sustainability Strategy. The Unit also supports the development and maintenance of internal systems that track donor commitments, funding pipelines, and reporting obligations, helping ensure that the Facility maintains a structured and proactive approach to resource mobilisation.

3. THE POSITION

The ALSF is seeking to recruit a **Resource Mobilisation Officer** to support the work of the Resource Mobilisation Unit within the Front Office Division.

The Resource Mobilisation Officer will support the Head of Resource Mobilisation in strengthening the Facility's engagement with financing partners, developing funding opportunities aligned with ALSF programmes, and improving internal systems that track donor commitments and funding pipelines.

The role will contribute to the implementation of the Financial Sustainability Strategy (FSS) by supporting structured donor engagement, development of funding proposals, and strengthening internal coordination required to translate ALSF's operational results into credible funding propositions.

The Resource Mobilisation Officer will report to the Head of Resource Mobilisation and work under the overall supervision of the Manager of the Front Office Division. The role will collaborate closely with operational teams as well as the Communications, MEL, Finance, and Partnerships units.

4. DUTIES AND RESPONSIBILITIES

The Resource Mobilisation Officer will support the work of the Resource Mobilisation Unit through the following responsibilities:

a. Donor and Partner Engagement

- Prepare briefing materials, background notes, and engagement documents for meetings with donors and financing partners.
- Assist in coordinating donor consultations, partnership meetings, and engagement events.
- Track follow-up actions arising from donor engagements.

b. Development of Funding Opportunities

- Conduct research on prospective donors and financing partners aligned with ALSF's strategic priorities.
- Support preparation of concept notes, partnership proposals, and funding applications, ensuring alignment between donor priorities and ALSF strategic programmes.
- Maintain and update the pipeline of prospective funding opportunities and financing partnerships.

c. Implementation of the Financial Sustainability Strategy

- Support implementation of initiatives under the ALSF Financial Sustainability Strategy (FSS).
- Assist in strengthening partnerships with bilateral and multilateral donors.
- Support initiatives aimed at expanding financial contributions from Regional Member Countries.

d. Intelligence and Tracking Systems

- Maintain and update internal systems tracking donor commitments, funding conditions, reporting obligations, and utilisation of funds.
- Monitor progress on funding proposals and initiatives with financing partners and donors.
- Support preparation of internal resource mobilisation briefs and analytical summaries.

e. Internal Coordination

- Work closely with MEL and Communications teams to package ALSF results and activities for donor engagement.
- Coordinate inputs from operational teams to support development of funding proposals.
- Support preparation of donor updates and financing partner engagement materials.

5. QUALIFICATIONS AND SKILLS REQUIRED

a. Education

- A Master's degree (or equivalent) in Economics, Finance, International Development, Public Policy, Business Administration, International Relations, Law, or another relevant field.

b. Professional Experience

- A minimum of six (6) years of relevant professional experience in resource mobilisation, donor engagement, financing partnership development, development finance, or related fields.
- Demonstrated experience supporting preparation of funding proposals or partnership initiatives.
- Experience working with international organisations, development finance institutions, or bilateral donors is highly desirable.
- Familiarity with development financing mechanisms, donor funding frameworks, or partnership programmes within multilateral or bilateral institutions will be an advantage.
- Experience working in the African development context is an advantage.

c. Skills and Competencies

- Strong analytical and research skills.
- Excellent drafting and communication skills.
- Ability to synthesise technical information into clear briefing materials and funding proposals.
- Strong organisational and coordination skills.
- Ability to work effectively across teams and manage multiple priorities.
- Ability to understand and synthesise technical material related to sovereign transactions, infrastructure, natural resources, or public finance.

d. Language Requirements

- Fluency in either English or French (written and oral) is required.
- Fluency in both languages is highly desirable.

e. Other Requirements

- Ability to leverage or develop professional networks within development and donor institutions.
- Must be a citizen of a member country of the AfDB.
- Willingness to undertake travel as required.

6. DURATION, DUTY STATION AND REMUNERATION

The successful candidate will be engaged as a Contract Agent in accordance with the applicable ALSF policies and regulations. A Contract Agent is an employee of the Facility engaged for a definite period to provide additional capacity in specialised fields and across the Facility's activities. A Contract Agent contract is renewable subject to satisfactory performance and institutional requirements, in line with the applicable policy. The initial contract duration will be one (1) year.

The selected candidate may be based at any ALSF duty station, including Abidjan, Nairobi, Pretoria, or Tunis.

Remuneration and benefits will be determined in accordance with the ALSF compensation framework for Contract Agents, commensurate with qualifications and relevant experience, and subject to the applicable grade and conditions of service. In accordance with the applicable policy, benefits may include medical coverage, end-of-contract gratuity, and other allowances/insurance as applicable under ALSF rules.

7. SELECTION PROCESS

Only complete applications will be assessed. At the end of the application period, a shortlist of 3-6 qualified candidates will be established. Shortlisted candidates will be invited to undertake:

- a written practical assessment; and
- a competency-based interview.

Evaluation will be based on professional qualifications, relevant experience, technical competence, and performance during the assessment process.

8. HOW TO APPLY

Applications must be submitted by email to the address below no later than **25 September 2026 at 18h00 UTC**.

Applications should be addressed to **The Director & CEO, African Legal Support Facility** as follows:

- By E-mail to: ALSF_RECRUITMENTS@AFDB.ORG
- Subject: **RESOURCE MOBILISATION OFFICER**
- Required application documents:
 - ✓ Cover letter.
 - ✓ Current CV.
 - ✓ Completed Application Form

ANNEX I:

MODEL CURRICULUM VITAE (CV)

Title of the Assignment: **Resource Mobilisation Officer**

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.° employed in the African Development Bank?			Yes ☐ No ☐ If « Yes », the following data must be provided
Name	Relationship	Organisation Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	☐ Fair ☐ Good ☐ Excellent	☐ Fair ☐ Good ☐ Excellent	☐ Fair ☐ Good ☐ Excellent
French	☐ Fair ☐ Good ☐ Excellent	☐ Fair ☐ Good ☐ Excellent	☐ Fair ☐ Good ☐ Excellent
Other (specify)	☐ Fair ☐ Good ☐ Excellent	☐ Fair ☐ Good ☐ Excellent	☐ Fair ☐ Good ☐ Excellent

9. Key Qualifications:

[Please provide (i) the details of the Bar Associations where you are admitted to practice, as applicable; (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.]

10. Education (University Level and above only):

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

11. Professional Training:

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

12. 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]

13. 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 :