

The NBA is calling for nomination to fill the **SPECIAL ADVISOR (TECHNICAL) position** in order to lead the Office of the Executive Secretary ...

Contracts will be fixed term-three years renewable based on satisfactory of performance evaluation.

Applications will be selected on the basis of the profile below:

### **DUTIES AND RESPONSIBILITIES**

The Special Adviser (Technical) will work full time under the authority of the Executive Secretary for technical assistance and advise on any document received in both working languages of the NBA, namely English or French in order to gain time in their processing and facilitate decision making by the Executive Secretary.

### **ESSENTIAL CRITERIA SELECTION**

1. Hold a university qualification (Baccalauréat + 4 years) in language or any other jurisdiction of the NBA and prove an excellent command in both (English and French) or English language (for French) or French language (for English) both oral and written;
2. Have at least five years of professional experience in the use of both the French and English as working language;
3. Have a capacity to summarize and anticipate;
4. Have a great capacity for analysis and writing;
5. Have a great ability to focus and organization;
6. Have the ability to work under pressure, adapt to frequent changes and in a multicultural environment.

### **APPLICATION FORMS**

Applications should include the following documents:

- An application letter addressed to the Executive Secretary of the NBA;
- A letter of motivation;
- A recent and detailed Curriculum Vitae;
- A certified birth certificate;
- The names and addresses of three resource persons;
- The application letter, motivation letter and CV should be submitted either in French or English

**COUNTRY OF ORIGIN**

The candidate must be a national of the one member States of the NBA (Benin, Burkina, Cameroon, Ivory Coast, Guinea, Mali, Niger, Nigeria, Chad).

**JOB LOCATION AND DURATION OF THE CONTRACT**

The post will be based at the NBA headquarters in Niamey / Niger. The contract period is three (3) years, renewable after a satisfactory assessment of performance with a probation period of one (1) year.

**PLACE & CLOSING DAY FOR SUBMISSION OF APPLICATION**

Applications must be submitted in a sealed envelope on or before **April, 20 2012** to the Coordination of the NBA National Focal Structure.

**Note:** The terms of reference of the various positions will be available at the Coordination of NBA National Focal Structure.