**JOB DESCRIPTION**

**Job Title** : **Administratif.ve and Finance Assistant – WASOP**

**SBE (M/F)**

**Mission Country**: Cape Verde

**Duration** : 1 year renewable for the duration of the project

**Sector**: Sustainable Development

**Deadline for response**: OCTOBER 21, 2025

**Type of Contract**: Fixed-term contract in wage portage in local employment

**Name and Project description:** West Africa Sustainable Ocean Programme (WASOP)

**Context**

The "**West Africa Sustainable Ocean Programme**" (WASOP), funded by the European Union with €59 million, aims to improve the sustainable and integrated use of ocean resources in West Africa by stimulating inclusive economic growth. This 5-year program covers 13 West African countries: Cape Verde, Mauritania, Senegal, Gambia, Guinea, Guinea Bissau, Liberia, Sierra Leone, Ivory Coast, Ghana, Togo, Benin & Nigeria.

The program is divided into three pillars:

1. **Pillar 1** : Strengthening ocean governance in West Africa;
2. **Pillar 2** : Supporting an innovative and sustainable blue economy;

Each pillar of the program is coordinated by a European Union Delegation (EUD): Ghana and Senegal for Pillar 1, **Cape Verde for Pillar 2 and Senegal for Pillar 3. The 13 EUD in the beneficiary countries are also stakeholders of the program.**

Pillar 1 is implemented by FAO, EFCA and the two sub-regional fisheries commissions (SRFC and FCWC), while Pillar 3 is implemented by IUCN. The programme is conducted in partnership with ECOWAS.

**Expertise France is in charge of the implementation of Pillar 2 "Supporting an innovative and sustainable blue economy" and the overall coordination of the program**. An envelope of €28.5M is allocated to Pillar 2, with the objective to provide the technical services and expertise necessary for the development and implementation of sustainable blue economy in West Africa.

The four expected outcomes of Pillar 2 are:

-       **R1: the WASOP is implemented efficiently thanks to a coordination system**

-       R2: services of thematic expertise and technical support to stakeholders are provided;

-       R3: the selection and implementation of pilot actions in the sustainable blue economy are carried out;

-       R4: WASOP communication activities, including awareness raising activities on the potential of blue economy, are implemented.

A project team, based in Praia in Cape Verde, manages the activities delegated to Expertise France. Their missions will be: (i) the definition and implementation of the intervention strategy, (ii) the implementation of the communication and visibility strategy, and the monitoring-evaluation system and (iii) the administrative and financial management of the project.

The project team is composed of:

* **A management team**:
  + Project Director,
  + Deputy Director,
  + Executive Assistant;
* **An operational team**:
  + Monitoring and Evaluation Manager (R1),
  + Technical Assistance Manager,
  + Technical Assistance Officer (R2),
  + Grants Officer (R3),
  + Communication Manager (R4), etc.
* **A support team**:
  + Administrative and financial manager,
  + Procurement Officer,
  + Accountant
  + etc.

**Mission Description**

As part of its action to implement the cooperation project, Expertise France is looking for **an Administrative and Financial Assistant**.

Under the managerial responsibility of the Administrative and Financial Manager, whom he/she will support in carrying out administrative and financial tasks, his/her main missions are as follows:

### **Team Support:**

* + Organization of business trips: booking of plane tickets, accommodation, etc.
  + Support in the preparation of invitation letters, mission orders, security sheets, validation of security department of Expertise France, visa applications and expense reports
  + Reception and communication with internal and external interlocutors
  + Coordination of meetings and preparation of the necessary materials: printouts, videoconferencing equipment, etc.
  + Management of human resources under his/her hierarchical responsibility, if necessary
  + Ensure the continuity of the Logistics/Events Manager's tasks in the event of the latter's absence

### **Support for the organization of events by the project:**

* + Support in the drafting of terms of reference for events and project mission
  + Drafting of specifications and service providers for everything related to project events and office management in relation with the procurement officer
  + Support for the selection of service providers and monitoring of the mission of service providers and implementation;
  + Support in the planning and preparation of events (support in the development of retro planning on the administrative and logistical aspects of the preparation of elements, invitations, support in the coordination of service providers: rooms, catering, interpreting, communications, follow-up of attendance list, request for accreditation procedures, participation in events, etc.)
  + Support in the development of logistical programs / roadmaps for the successful realization of events
  + Digital filing and archiving of all final documents as part of the events organized by the project

### **Implementation of the logistical and administrative aspects of the project**

* + Insurance, communication, asset and premises management, filing, archiving and securing of logistics documentation, operational management of the missions of project teams, headquarters teams and short-term experts mandated by the projects
  + Report on the logistical information in his/her field of responsibility to his/her line manager (the Administrative and Financial Manager)

### **Office Management**

* + Follow-up and management of administrative files: lease, telephony, maintenance of the premises, etc.
  + Assessment of the nature and extent of the needs to be met in the context of the operation (supplies, services) in compliance with the rules and validation procedures established by Expertise France and the donors
  + Establishment of technical specifications and terms of reference for transmission to the procurement officer for the selection of suppliers of goods and services
  + Participation in the establishment of framework contracts for the procurement of goods and services for the operation of offices and related activities
  + Management of supplier relationships and sourcing and updating of the directory of service providers
  + Management of service providers responsible for the maintenance and upkeep of offices and equipment: evaluation of services rendered, verification of invoices, payment
  + Management of the inventory of the project's documentation and paper media: brochures, flyers, kakemonos, brochures, goodies, etc.

Below are the main activities to be carried out (in a non-exhaustive manner):

**Desired profile**

### **Training**

* + Bac+2 degree in management, administration, logistics or equivalent.
  + 3 to 5 years of experience in a similar role (NGO, development project or structured private sector)
  + Experience in a multi-stakeholder project or funded by international donors is an asset;
  + Interpersonal skills and ability to adapt.

### **Experience**

* + Successful experience of at least 1 to 2 years in an administrative and financial assistant position or equivalent in a development project, or an international organization or a multinational company
  + Experience working in several countries, especially in West Africa at the regional level, is a major advantage.
  + Experience in multidisciplinary and multicultural teams;

### **Compétences**

* + Excellent command of French, English and Portuguese which would be an asset.
  + Good interpersonal and organizational skills
  + Proficiency in office tools (Word, Excel, PowerPoint, Outlook).
  + Mastery of planning and organizational tools.
  + Ability to manage multiple tasks simultaneously.
  + Discretion and a sense of confidentiality.
  + Initiative and autonomy.

**Additional information**

**Provisional schedule:** ASAP position desired from November 2025.

**Documents to provide:**

* + A dated and signed CV
  + A cover letter
  + Three professional references including email and phone contacts

***N.B. Applications will be analysed as they are received. Expertise France reserves the right to select a candidate before the application deadline.***