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**JOB DESCRIPTION**

**Position: Administrative and Financial Assistant for the Restoration and Opening to the Public of the National Palace Ethiopia**

1. **BACKGROUND OF THE PROJECT**

Expertise France implements the AFD funded project dedicated to support the restauration and the opening to the public of the National Palace of Addis-Ababa, also known as Jubilee Palace.

The overall objective of this intervention is to support Ethiopia in the conservation and valorisation of its Cultural and Historical sites in order to give the Ethiopian people better access to their own heritage. The specific objectives are to:

* Provide support to the Ethiopian authorities in the definition and planning of an architectural project (design/works) consisting in restoring the National Palace of Addis Ababa as well as the cultural, scientific and historical project leading to the opening the Palace and its gardens to the public.
* Provide technical assistance to the Palace Administration to the definition and operationalization of the model of governance of the National Palace for the opening to the public.

The main expected result is the creation of a cultural and heritage landmark, with a sustainable economic and management model, and high standard scientific and cultural content according to the international standards

Three main component are composing the project:

* Component 1: Support for the overall coordination of the implementation of the project: the main objective of component 1 is to assist the administration of the Palace in the daily management of the project.
* Component 2: Support for monitoring the architectural design and civil works for the rehabilitation of the Palace: the main objective of this component is the rehabilitation and renovation of the palace in order to open it to the public.
* Component 3: Support for the definition and operationalization of the governance model of the National Palace: the objective of this component is to ensure the economic, legal and scientific sustainability of the palace

The project runs for 32 months from June 2020 to December 2022.

The Palace administration (FDREPA) is the main beneficiary of the project. Responsible for the management, conservation and administration of the National Palace, it directly reports to the Prime Minister Office. The FDREPA are the Project Management entity, in charge of the procurement process with the Technical Assistance provided by Expertise France.

In agreement with the FDREPA, Expertise France has defined the activities and construction work to be implemented

While the FDREPA is the Contracting Authority, Expertise **France is in charge of the Technical Assistance to the FDREPA, including in the implementation of the right procurement processes.**

1. **DESCRIPTION OF THE JOB ASSIGNMENT**
   1. **Objective**

The local technical assistance team of Expertise France would be handling several administrative and financial aspects of the project. During the implementation phase, the TA team seek for an Administrative and Financial assistant throughout the duration of the Project.

* 1. **Tasks descriptions**

Administrative management:

• Formatting and saving of documents, printing and photocopying, information of dashboards, etc.

• Telephone calls and writing emails

• Indexing, filing and archiving of documents

• Entry and formatting of working documents

• Help with the creation of specific files (documentary research, compilation of documents etc.)

Logistics management:

• Business travel Organization for employees and stakeholders (experts, partners, head office staff) in collaboration with the travel provider

• Booking of plane / train tickets & car rental

• Booking of meeting rooms, hotels & airport-hotel transfers in an international context

• Review and verification of itineraries received and cost optimization

• Management of the administrative part of visas and all administrative formalities prior to relocations

• Provider relations: processing, negotiation of quotes, control of invoicing

Financial management:

• Collecting supporting documents for mission expenses and other invoices and Proofreading on conformity

• Entry of Vouchers to pay (advance, balances)

• Archiving of supporting documents (in anticipation of audits)

• Expense tracking (expense log)

Communication:

• Supports communication activities in relation with the HQ department: gathering data, preparing communication documents, etc.

Responses to tenders:

• Support the preparation of calls for tender (administrative documents, format CV, printing, etc.)

1. **PROFILE REQUIRED**
   1. **Education**

* a four-year university degree or the equivalent in a relevant field (such as Administrative Services Management, Business Administration & Information System, Accounting, etc.);
  1. **Knowledge and Experience**
* 3 years’ finance-related work experience - accounts receivable, accounts payable, general ledger maintenance, etc.;
* Proficiency in use of spreadsheets, word processing and computerized accounting systems;
* Strong written and oral communications skills;
* Ability to organize effectively, work under pressure with attention to detail, precision and accuracy;
* Dedication to Expertise France principles and demonstrated ability to work harmoniously with persons (from HQ and on the ground) of different national background;
  1. **Language skills**

The candidate shall demonstrate a good command of spoken and written English and Amharic.

1. **LOCATION AND DURATION** 
   1. **Location(s) of assignment**

The mission will be mainly carried out from the Expertise France local office in Addis-Ababa, Ethiopia.

* 1. **Foreseen duration**

The foreseen duration of the assignment is from September 2020 to July 2022.

1. **OTHER**

* The EF reserves the right to amend or redraft these Terms of Reference (ToR) if necessary;
* The consultant will not disclose to others or use, whether directly or indirectly, any confidential information shared by the EF and AFD at any time during or after the contract term, unless expressly its written consent.