

Administrative and Finance Assistant (Addis Ababa Office) – Regional Facility for Teachers in Africa (RFTA)

Project description.

The Regional Teacher Initiative for Africa (RTIA), a programme funded by the EU/EC via the Education section (G3) of DG INTPA aims to improve learning outcomes and the socio-emotional development of children in Africa, by having a more competent, motivated and inclusive teacher workforce in basic education.

The RTIA will especially seek to achieve the following outcomes over the next 6 years:

1. Improve the governance, management, attractiveness, and gender balance of the teaching profession, with a strong focus on increased digitalisation and innovation.
2. Enhance the quality, relevance, and effectiveness of initial and continuous teacher professional development, notably through digital education, peer-to-peer learning approaches and regional collaboration.

Within RTIA, the Regional Facility for Teachers in Africa (RFTA) will support teacher policy and improve teacher education and professional development systems by i) providing capacity building at country level through technical assistance, ii) promoting innovation and scaling of effective teaching solutions; iii) increasing the production and use of data and evidence, and iv) promoting the use of regional frameworks, evidence-based practices, and joint learning at regional level.

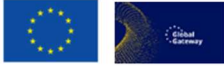
The Regional Facility for Teachers in Africa (RFTA) will reach the above-mentioned objectives through 3 types of instruments or “windows”:

- one window to deliver technical assistance on teacher governance and teacher education and professional development based on the demand from eligible partner countries ,
- one window on testing and scaling effective programs for teacher education and professional development in the thematic areas of digital skills, gender, green skills, and pedagogical skills, including in the context of refugees and displaced populations,
- a research window to create new evidence and support the integration of evidence in the policy making process and in the design of teacher education and professional development programs.

In addition to these windows the Facility’s knowledge management and communication activities will further contribute to the sharing of knowledge, evidence, and best practices related to the overall Initiative outcomes.

The Facility will be funded by the European Union and be co-implemented by the Partnership formed by 3 member state agencies: Expertise France for France, Enabel for Belgium, EDUFI for Finland. Expertise France has been designated the Coordinating Agency for this Partnership. With the Facility governance scheme serving as the Initiative’s governance scheme, it is expected that the Partnership will work closely with UNESCO and UAC, in charge of the other 2 components of the EU Initiative.

The duration of the action is scheduled from 01.02.2024 to 31.01.2027 (36 months) with a budget of 46.000.000 EUR.



Assignment description.

Working at Expertise France office in Addis, the Administrative and Finance Assistant plays a crucial role by offering comprehensive assistance in financial matters, administrative and human resources tasks, as well as handling logistics and procurement support for the Addis-based team of the Facility. His/her responsibilities encompass a wide range of functions to ensure the smooth operation and efficiency of the Facility's administrative and financial processes.

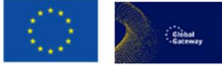
Under the hierarchical supervision of the Finance and Administration Coordinator of the Facility based in Paris and in close coordination with the Finance & Administration manager of EF in Ethiopia, the Administration and Finance Assistant will be responsible for the following tasks:

Responsibility 1 : Finance and Accounting

- Process payments from the cash register, adhering to applicable thresholds and follow-up procedures, including the recording of cash vouchers.
- Maintain a daily cash journal by entering expenses.
- Perform daily self-checks of the cash journal and physical cash, overseeing advances, and processing cash replenishment requests in accordance with EF procedures.
- Conduct weekly and monthly cash inventories.
- Assist in preparing monthly bank reconciliations.
- Submit the cash journal to the Finance & Administration Coordinator for monthly control and consolidation, as part of the monthly accounting pack.
- Adhere to financial security rules as per EF procedures.
- Monitor cash flow, anticipate expenses, and submit replenishment requests.
- Contribute to the preparation of internal controls and participate in reporting for internal administration audits.

Responsibility 2 : Administration and HR

- Aid in the preparation of any obligatory administrative reporting (internal, donors, public administration, etc).
- Maintain an effective HR and payroll system, in close coordination with the wage company.
- Keep track of HR leave and travel, including that of expatriates in Ethiopia.
- Assist in the preparation of service contracts involving external contractors, suppliers, and consultants.
- Oversee the translation of administrative and program documentation as needed.
- Stay informed about and monitor administrative rules and regulations relevant to the activities of EF, regularly updating the line manager.
- Take charge of obtaining long-stay visas and work permits for experts deployed in Ethiopia.
- Ensure the application of archiving procedures, including the handling of supporting documents and filing both electronic and paper documents.



Responsibility 3: Logistics and Procurement

- Assist in coordinating the logistical aspects of field missions and workshops for the Facility team, including tasks such as booking transportation and accommodation, handling visa requests, and managing per diem/allowance advances.
- Support the preparation of local tenders (creation of purchase file, gathering quotations from the local market, suppliers selection, etc.)
- Establish service contracts and ensure the conformity of bidders.
- Support the monitoring of contract execution in alignment with their provisions concerning counterparties, especially regarding modifications (amendments and other execution acts) and payments.
- Archive all procurement and contractual documents in accordance with internal procedures.
- Provide required documents and explanations of implemented procedures in case of an audit.
- Ensure local fleet management, including handling movements, managing driver schedules, overseeing the contract with the lessor, supervising maintenance, etc.

The outlined responsibilities necessitate establishing connections with RFTA coordination offices in Europe, along with EF personnel based at the Addis Ababa office in Ethiopia (4 Technical Lead in Education and 1 Education Officer).

Qualifications

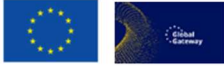
Required Skills:

- Relevant university degree related to accounting, administrative and financial management (or any related field: procurement, logistics, law, HR, etc.).
- Good general knowledge of finance, administration, logistics, and HR-related tasks.
- Previous knowledge of EU and Expertise France's finance and administrative management tools and processes is an asset.
- Good command of the administrative, legal, and regulatory frameworks in force in Ethiopia
- Technical knowledge of filing and archiving rules.
- Capacity to liaise and coordinate with various actors including financial services and suppliers.
- Good planning, organisational, interpersonal and communication skills. Good team spirit.
- Ability to prioritize tasks and work under pressure/respond to urgent requests.
- Self-starter with the ability to work independently with minimal supervision.
- Full command of standard computer applications (Microsoft Office)
- Fluent English spoken and written skills is essential. Other languages desired: French, Portuguese (an asset).

Required Experience:

- Successful experience of at least 2 years in a position as Accountant, Accounting Assistant, Financial Assistant, Administrative Assistant, Logistic Assistant.
- Previous experience in international cooperation or development aid sector for public agencies, INGO or other international agencies is an asset.
- Experience in working and coordinating with international and national partners, government, and donor agencies is an asset.

Is funded by:



& implemented by:



Contract information.

The position is based at the Expertise France coordination office in Addis Ababa. We offer a wage portage contract with a competitive salary and benefits package in accordance with Expertise France's employment terms in Ethiopia. This position is open to Ethiopian nationals or individuals already residing in Ethiopia with the necessary authorization to work legally.

Application.

Documents to be provided:

- A CV
- A cover letter
- Any business references including email and telephone contacts.