

The Facility of the Regional Teacher Initiative for Africa is implemented by:



Administration & Finance Officer – Facility of the Regional Teachers Initiative for Africa (RTIA-Facility)

Project description.

The Regional Teachers 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 especially seeks 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 Facility (RTIA-Facility) supports teacher policy and improve teacher education and professional development systems by i) providing capacity building at country level through on-demand 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 RTIA-Facility reaches the above-mentioned objectives through 3 types of instruments or “windows”:

- one window to deliver on-demand 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 further contributes to the sharing of knowledge, evidence, and best practices related to the overall Initiative outcomes.

The Facility is 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 works closely with UNESCO and AUC, 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.

Based in Expertise France coordination office in Paris, the Administrative and Finance Officer plays a crucial role by offering comprehensive assistance in financial matters, administrative and human resources tasks, as well as handling logistics support for 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 Support Services Coordinator, the Administration and Finance Officer will directly manage the Admin & Finance Assistant based in Paris and maintain a strong functional link with the Admin & Finance Officer based in Addis Ababa. He/she will be responsible for the following tasks:

Responsibility 1 : Finance and Accounting Management

- Supervise the Administration & Finance Assistant, who perform the day-to-day finance and accounting tasks,
- 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 Support Services 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.
- Assist in the preparation of internal and external audits by ensuring the completeness, accuracy, and traceability of financial documentation.
- Contribute to addressing observations and recommendations from oversight and audit bodies.

Responsibility 2: Financial Oversight of Activity Implementation

- Prepare and monitor the financial and administrative components of contracts (experts, suppliers, partners), in coordination with the Procurement and Contracts Officer and with support from Administration & Finance Assistant.
- Maintain complete, auditable records for all contracts and financial dossiers, ensuring accurate documentation and compliance with EF and EU financial procedures.
- Validate cost estimates, per diem calculations, and expenditure justifications for expert missions and CAP implementation activities.
- Track financial commitments, disbursements, and variances related to service contracts and expert deployments.
- Contribute to real-time expenditure tracking and forecasting, and support periodic activity budget revisions based on actual implementation data.
- Support the preparation of financial summaries and variance reports for mission and CAP level tracking.

- Participate in financial risk assessments and compliance checks prior to payment execution.

Responsibility 3 : Administration and HR

- Supervise the Administration & Finance Assistant, who perform the day-to-day administrative and HR tasks
- Maintain and improve HR systems and processes, including onboarding, workspace setup, IT access (in coordination with the IT Officer) leave and travel management, and payroll tracking for EF staff and deployed experts.
- Support the preparation and monitoring of contracts for service providers, suppliers, and consultants, ensuring administrative compliance and proper documentation, in coordination with the Procurement and Contracts Officer.
- Oversee administrative reporting and archiving, including donor, internal, and government-required reports, as well as the filing of supporting documents in both paper and electronic formats.
- Ensure legal and administrative compliance for EF's presence in Ethiopia, including office setup and maintenance in coordination with the French Embassy and management of agreements such as VAT exemption.
- Follow and update relevant administrative and labor regulations, including visa and work permit procedures for international personnel, and inform the Facility Team Leader of any changes.
- Facilitate internal audits and control mechanisms, and liaise with EF headquarters and Member State agencies on administrative and HR matters as needed.
Coordinate the translation of key administrative and programmatic documents to support internal and external communication.

Responsibility 4: Logistics and Event Management

- Supervise the Admin & Finance Assistant, who perform the day-to-day management of logistical tasks
- Coordinate travel arrangements for EF staff and deployed experts, including flights, accommodation, per diems, and ground transport
- Organize logistical aspects of missions, field visits, and events, such as venue booking, catering, equipment setup, and participant support.
- Oversee the inventory and allocation of office equipment, IT assets, and supplies, ensuring proper tracking, maintenance, and compliance with internal procedures.
- Maintain up-to-date assets and stock records, regularly updating logs and ensuring traceability of all equipment.
- Ensure the implementation of safety and security procedures, including mission clearances and risk mitigation measures, in coordination with the Support Services Coordinator.

The outlined responsibilities necessitate establishing connections with the administrative and finance units of MS agencies in Europe, along with EF personnel based at the Addis Ababa office in Ethiopia.

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.
- 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 French and English spoken and written skills are essential. Other languages desired : Portuguese (an asset).

Required Experience:

- At least 3 to 5 years of relevant experience in finance, administration, or logistics, including in roles such as Admin & Finance Officer or Logistics Officer, preferably in an international or development environment. 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.

Contract information.

The contract period is for 12 months starting as soon as possible (yearly renewable up to 5 years, covering the 2 phases of the Initiative). We offer an EF contract with a competitive salary and benefit package which includes comprehensive insurance cover, social security, pension contribution, etc.

Application.

Documents to be provided:

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