

Administration & Finance Assistant – 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 Assistant 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 management of the Support Services Coordinator and the dual supervision of the Paris-based Administration and Finance Officer and Procurement and Contracts Officer, the Administration and Finance Assistant will also 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

- Prepare purchase orders and collect quotations.
- Register and update vendors in the accounting system, ensuring due diligence and complete supporting documentation.
- Review and validate invoices (first-level control) in line with EF and donor procedures.
- Process and record payments (cash, bank, and credit card) with proper documentation.
- Record daily transactions in the cash journal and ensure timely posting in the accounting system.
- Manage advances, submit replenishment requests, and monitor cash-flow.
- Perform weekly and monthly cash counts.
- Assist in monthly bank reconciliations and ensure credit card transactions are properly documented and compliant.
- Maintain and update Excel monitoring tools for contracts, procurement, and staff travel.
- Support budget monitoring, financial forecasting, and variance analysis. Ensure compliance with EF financial security rules and internal procedures.
- Contribute to internal controls and prepare documentation for audits.
- Maintain systematic archiving of financial documents, invoices, and contracts (paper and digital).

Responsibility 2: Administration and HR

- Support pre-contractual processes by collecting documentation and performing due diligence for experts and suppliers.
- Assist the maintenance of HR records, including staff leave and travel (expatriates and Facility personnel).
- Manage office services, including procurement of supplies, coordination of maintenance and repairs, and support to daily operations of the Paris office.
- Support the preparation of mandatory administrative reports (internal, donor, and public administration).

- Ensure systematic archiving of HR and administrative documents (digital and paper).

Responsibility 3: Logistics and Event Support

- Assist in the preparation of security requirements before any mission departure (e.g. MSC, mission orders, registration for security briefings, etc.).
- Prepare and follow up on visa requests, travel insurance, and other required documentation.
- Coordinate bookings for transportation, flights, and hotels for staff, experts, and participants of Facility-managed events.
- Prepare, track, and reconcile per diem and allowance advances for mission participants.
- Support the coordination of workshops, seminars, steering committee meetings, and other events (drafting checklists, booking venues, catering, and technical equipment).
- Assist with preparing participant lists, sending invitations, confirming attendance, and managing reimbursements when required.
- Ensure printing and distribution of training/event materials and supplies (name badges, folders, stationery, visibility items, etc.).
- Act as the focal point for logistical queries from participants and ensure clear communication of practical arrangements (travel, venue access, agenda, etc.).
- Collect attendance sheets, process feedback forms, and provide logistical input for post-event reports.

Responsibility 4: Procurement and Contracts

- Support the PCO in the preparation of public tenders, overseeing the dematerialization of procedures, including the creation of consultations, receipt of offers, and electronic communication with candidates.
- Assist in the preparation of the necessary documentation for evaluation sessions and project proposal analysis in collaboration with the Facility team, encompassing analysis grids, award minutes, and all documents related to the procurement procedure.
- Compile 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.

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: Spanish, Portuguese, Arabic (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.
- Experience planning and coordinating logistics for events or field missions (travel, accommodation, per diem management).
- Prior experience liaising with suppliers and supporting the organization of meetings or workshops with international/national stakeholders.
- Experience assisting in procurement-related tasks (e.g. supporting tender processes, comparing quotations, or ensuring compliance with procedures).

Contract information.

The contract period is for 12 months starting as soon as possible (yearly renewable up to 4 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:

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



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