

Finance & Administration Coordinator – 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.

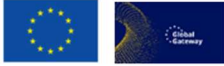
The Regional Facility for Teachers in Africa (RFTA) will reach the above-mentioned objectives through 3 types of instruments or “windows”:

- 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.

Based in Expertise France coordination office in Paris, the Finance & Administration Coordinator will oversee and manage the comprehensive grant, financial, administration/HR, logistics and procurement framework of the Facility in cooperation with other MS agencies, while supervising specifically EF grant with European union. This includes establishing and monitoring grant systems, ensuring compliance, managing financial planning, supervising administrative functions, and providing leadership to the Facility Support Services Unit (some team members are based in Paris, while others operate from Addis Ababa). Coordination with MS agencies, stakeholders, and active participation in internal and external meetings further characterize this multifaceted role.

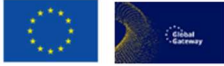
Reporting to the Team Leader at the RFTA coordination office in Paris, the Finance & Administration Coordinator is assigned the following primary responsibilities:

Responsibility 1: Grant Management

- Set up and monitor the overall grant management system in the Facility and at EF level, in cooperation with MS agencies, ensuring compliance with EU and Expertise France procedures and requirements.
- Establish a robust archiving system from project onset to ensure accessibility of all documentation (both physical and digital) for seamless team operations, smooth personnel transitions, and audit compliance.
- Ensure adherence to donor and organizational regulations throughout the grant lifecycle.
- Track and manage grant budgets, identifying variances and proposing adjustments when necessary.
- Oversee the preparation and submission of timely and accurate reports to donors.
- Identify and mitigate risks associated with grant implementation, including financial, operational, and compliance risks.
- Provide support and training to grant partners to enhance their capacity for effective grant utilization.
- Prepare for and facilitate audits, ensuring proper documentation and compliance.

Responsibility 2: Finance

- Provide overall financial planning support to the Facility Team Leader, advise on spending and financial spending strategies, provide accurate financial outlook of the Facility on a regular basis.
- Constantly check the integrity and robustness of financial procedures, possible mismanagement and suggest corrective actions to minimise losses.
- Consolidate and review timely and accurate financial reporting for all the Facility components, in accordance with deadlines and contractual terms.
- Manage agreements and services with banks and other financial institutions.
- Monitor and regulate the movement of cash, liquidity management, the bank transactions and transfers, beyond the set of internal controls.
- Support the overall management, planning, and implementation of EF-managed budget (Windows 1 and 2) according to contractual budget.
- Lead the development and revision of EF budget forecasts whilst ensuring consistency between budget planning and operational planning. Identify any discrepancies and propose and implement necessary adjustments.



Responsibility 3: Administration/HR

- Ensure a smooth and compliant administrative working environment at all levels of the FIT, through solid internal controls and reporting, sound coordination between MS agencies, and internal audits.
- Ensure that all necessary agreements necessary for the FIT operations (including VAT exemption) are in place and keep updated on administrative rules and regulations pertaining to the activities of EF.
- Support initial process to establish an EF office in Addis Ababa, in close coordination with the French Embassy in Ethiopia.
- Support the induction of new team members in EF coordination offices (paperwork, preparation of workstations, setting up of IT equipment, provision of office supplies, etc)
- Ensure that effective HR policies are in place and implemented.
- Manage all aspects of HR leave and travel (including the expatriates).
- Ensure EF international staff visas are in place and followed up through correct processes.
- Manage EF's relationship with legal advisors (if necessary)

Responsibility 4: Logistics and Procurement

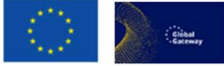
- Coordinate support to all FIT procurement and logistics needs inclusive of related information management and maintenance, requests for quotations, quality control and ensuring the set procedures are followed, in close cooperation with the Program Unit
- Monitor procurement procedures and ensure that items are accounted for and quality/quantity controlled in stock reports and asset inventory management systems.
- Set up and manage all necessary service contracts in line with EF procedures and tools.
- Manage and implement Information Technology systems, in coordination with the IT Architect.
- Ensure IT equipment, network, and security protocols are in compliance with EF and donor policy and guidelines.
- Ensuring that agreed measures for safety and security are in place and adhered to by all staff, in link with the Facility Team Leader.

Responsibility 5: Team Leadership and Coordination

- Lead, manage, and guide the Facility Support Services Team, through a direct (EF) or a functional link (MS agencies)
- Maintain close coordination with MS agencies on logistics, finance, HR and administration-related topics and ensure a proactive communication with all relevant stakeholders.
- Share and coordinate administration and finance related information with the Facility Team Leader and other staff and attend any relevant internal coordination meetings.
- Liaise with the donor, especially as relates to issues of compliance, reporting, payments and audit.
- Participate in the ISC (Initiative Steering Committee), the TCC (Technical coordination Committee), Partnership and the FIT (Facility Implementation Team) meetings.

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The described tasks involve the necessity to network and interact with a multiplicity of staff and institutions from EU and Sub-Saharan countries and require readiness and ability to travel abroad when necessary.

Qualifications

Required Skills:

- Relevant university degree related to finance and business administration (or any related field: procurement, logistics, law, HR studies, etc.).
- Good general knowledge of finance, administration, logistics, and HR functions.
- Excellent knowledge of EU grant management procedures is required. Previous knowledge of Expertise France's finance and administrative management tools and processes is an asset.
- Proven experience in engaging institutional relations with national authorities and donors.
- Capacity to liaise and coordinate with various actors including financial services and suppliers.
- Excellent project planning, organisational, interpersonal and communication skills.
- Strong analytical skills, excellent leadership competences, strong interpersonal and communication skills.
- 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.

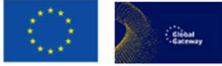
Required Experience:

- A minimum of 7 years of relevant work experience in a similar position in international cooperation or development aid sector for public agencies, INGO or other international agencies, especially projects funded by the European Union (EU). Experience managing large complex grants (> 10M€, consortia, etc.) is an asset. Working experience in Sub-Sahara Africa is an asset.
- Prior management experience, preferably with oversight of finance, administration, logistics, and/or IT, including demonstrated ability to set up operational systems in a new project/programme.
- Ability to successfully manage and develop staff, especially remotely, as demonstrated by experience.
- Ability to manage partners, sub-contracts, and grant programs with all required reporting requirements.
- Experience in working and coordinating with international and national partners, government, and donor agencies.
- Work experience in a multi-lingual/international environment and ability to accommodate cultural differences to interact effectively with people of different cultures.

Contract information.

The contract period is for 12 months starting as soon as possible (yearly renewable up to 6 years, covering the 1st 3-year and expected 2nd 3-year phases of the Initiative). We

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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.