

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



## Grants Officer – Facility from 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 period 2024-2030:

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 the 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 4-member state agencies: Expertise France for France, Enabel for Belgium, EDUFI for Finland, ESTDEV for Estonia. 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 31.01.2030 (72 months) with budget of 92.000.000 EUR.

## Assignment description

Based in Expertise France coordination office in Paris, with possible travel in Europe and Africa, the Grants Officer (GO) will join a team managed by the Programme Coordinator, which consists of a Senior Grants Officer (SGO) and a Grants Assistant (GA) and will primarily contribute to the development and implementation of Expertise France's Window 2 activities.

Under the functional supervision of the SGO, the GO's main responsibility lies in implementing Expertise France's Calls for Proposals (CfPs), which are tailored to support teachers operating in crisis-affected areas, and the funding related to projects supported by the FID (Fonds d'Innovation pour le Développement). The GO will also contribute to the proper implementation of other actions and intervention modalities of Expertise France within this Window.

The GO is assigned the following primary responsibilities:

### Responsibility 1: Contribution to the Administrative and Finance Grant Management

Depending on the portfolio of projects transferred by the SGO to the GO, the GO will be required to:

- Contribute to manage the Call for proposals 2 dedicated to "Support Teachers in crisis contexts (TICC)" - Phase 1, ensuring its smooth operation, effectiveness and closure.
- Support the development and launch of the Call for proposals 2 dedicated to "Support Teachers in crisis contexts" - Phase 2.
- Support the grant review and selection process in line with organizational and donor requirement.
- Finalize grant contract documents, including the Description of Action, Logframe, Budget, Indicator tracking sheet and templates for financial and narrative reporting in collaboration with the relevant teams, ensuring compliance with EF, RTIA and donor procedures.
- Identify and coordinate necessary contractual adjustments for the successful execution of grant contracts (amendments, budget modifications, etc.).
- Progressively follow-up and oversee the development and unrolling of the partnership with the FID to fund new projects (supervised by the SGO).

### Responsibility 2: Support to Granted Organizations, MEAL and communication (TICC CfPs and FID projects)

Depending on the portfolio of projects transferred by the SGO to the GO, the GO will be required to:

- Provide guidance and support to selected applicants on reporting rules and procedures, MEAL and communication plans, according to RTIA and donor guidelines.
- Set up monitoring and management tools for grant contracts, such as a dashboard, to facilitate effective tracking and governance of the grant scheme.
- Maintain accurate and up-to-date records of grant-related activities and documentation, ensuring transparency and accountability throughout the process.
- Oversee the implementation of grant-funded activities, monitoring progress against workplans and budget allocations through regular communication, meetings, reports and field visits.
- Assist in the preparation of monitoring, evaluation and learning activities, ensuring compliance with project objectives and donor requirements.

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- Collaborate with the MEAL Officer to collect, analyze, and report on monitoring data, providing feedback to grantees as needed.
- Facilitate communication and collaboration between grantees (including those of Innovation CfPs) and relevant stakeholders.

### Responsibility 3: Facility-Level Dissemination, Archiving and Reporting

- In collaboration with the Communication team:
  - develop visibility products such as factsheets, posters, photos, photostories and video;
  - organize/take part into webinars and other relevant (side)events related to Education in Emergencies to showcase the projects and share practices and lessons learned.
- Contribute to e-archiving of grant-related documents and ensure accessibility for internal and external stakeholders.

#### *The GO may be required to:*

- Prepare and submit timely and accurate qualitative reports on grant activities, including narrative summaries and financial forecasting.
- Support the Programme Coordinator in producing narrative and ad hoc reports related to grant implementation, providing insights and analysis as needed.
- Contribute to any relevant additional tasks and responsibilities belonging to the operations at the Facility level. The described tasks involve the necessity to network and interact with a multiplicity of institutions and stakeholders from EU and Sub-Saharan countries and require readiness and ability to travel abroad when necessary.
- Foster learning and knowledge-sharing with other Facility's implementing partners.
- Set up a back-up system in case of SGO's absence.
- Carry out any other tasks relevant to the achievement of the Facility's objectives.

## **Qualifications**

### Education:

- Master's degree in Management, Political Science, Social Sciences, International Development, Education, Finance, Administration, or a related field.

### Experience:

- Minimum of 5 years' professional experience on a Grant Officer position or any similar position related to project management in international public or non-governmental organizations environment
- Previous experience working on education projects or programmes design or implementation. Working experience in the field of education in Sub-Saharan Africa is an asset.
- Practical knowledge and experience of project management tools and processes
- Familiarity with EU and/or Expertise France finance and grant management procedures is advantageous.
- Previous work experience in finance is an asset.
- Excellent knowledge of the civil society landscape, particularly in Sub Saharan Africa. Previous experience working with NGOs in the education sector is advantageous.
- Capacity to liaise and coordinate with various actors.
- Work experience in a multilingual/international environment and ability to accommodate cultural differences to interact effectively with people of different cultures.

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**Skills:**

- Excellent planning, organisational skills, communication and reporting skills.
- Proficiency in MS Office applications (Excel, Word, PowerPoint, Outlook)
- Strong relationship-building skills and the ability to collaborate effectively with a variety of stakeholders.
- Proactive, results-oriented, and service-oriented approach to work.
- Fluent French and English spoken and written skills are essential. Other languages desired: Spanish, Portuguese, Arabic.
- Commitment to the mission and values of the agency.
- Integrity and professionalism in handling sensitive information.
- Cultural sensitivity and awareness, with respect for diversity and inclusivity.

**Contract information**

We offer an EF contract with a competitive salary and benefit package which includes comprehensive insurance cover, social security, pension contribution, 13th month, vacation allowance, transportation allowance, annual performance bonus, etc.

**Application**

Documents to be provided:

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

NB: Before applying, candidates must ensure they have the necessary documentation to work legally in France, including a valid work permit. Expertise France cannot undertake the necessary procedures.