

Grant Officer – 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.

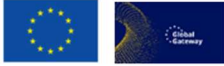
The Regional Facility for Teachers in Africa (RFTA) will reach the above-mentioned objectives through 3 types of instruments or “windows”:

- 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 at the Expertise France coordination office in Paris, the Grant Officer holds a pivotal position for supporting sound implementation of activities under EF's responsibility under Window 2. This window focuses on bolstering teacher education and professional development in sub-Saharan Africa, aligning with RFTA's mission to enhance educational outcomes. Reporting directly to the Programme Coordinator, the Grant Officer's primary responsibility lies in managing Call for Proposal 2 (CfP 2) which is tailored to support teachers operating in crisis-affected areas, including those experiencing internal displacement, refugees, conflicts, or natural disasters. The initiative emphasizes the implementation of innovative educational strategies that effectively respond to the unique challenges of crisis environments. With a significant allocation of 3,9 million EUR, CfP 2 is dedicated to fostering scalable and sustainable educational interventions managed by local and international NGOs that address the multifaceted needs of crisis-stricken areas.

Moreover, the Grant Officer collaborates closely with another call for proposals, CfP 1, managed by Enabel. This collaboration seeks to harness innovative solutions, including low-tech and digitally-led initiatives, to tackle persistent challenges in education. By facilitating partnerships and knowledge-sharing, the Grant Officer ensures that these initiatives have a lasting and meaningful impact, contributing to the overarching goals of RFTA in advancing education across the African continent.

Reporting directly to the Programme Coordinator and working closely with the Finance & Administration Coordinator, the Grant Officer oversees the implementation of grant scheme under the responsibility of Expertise France, ensuring compliance with RFTA and EU procedures through the following tasks:

Responsibility 1: Grant Management

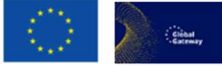
- Develop and manage the Call for proposal 2 dedicated to 'Support Teachers in crisis contexts', ensuring its smooth operation and effectiveness.
- Oversee the grant review and selection process in line with organizational and donor requirements.
- Finalize grant contract documents, including the Description of Action, Logframe, and Budget, in collaboration with relevant teams, ensuring compliance with RFTA and donor procedures.
- Provide guidance and support to selected applicants on reporting rules and procedures according to RFTA and donor guidelines.
- Maintain accurate and up-to-date records of grant-related activities and documentation, ensuring transparency and accountability throughout the process.
- Coordinate with the Finance & Administration team to review partner expenses and ensure financial compliance with grant agreements.
- Identify and coordinate necessary contractual adjustments for the successful execution of grant contracts (amendments, budget modifications, etc.).

Responsibility 2: Support to Grants Implementation and Monitoring

- Set up monitoring and management tools for grant contracts, such as a dashboard and an administrative and financial manual, to facilitate effective tracking and governance of the grant scheme.
- Oversee the implementation of grant-funded activities, monitoring progress against workplans and budget allocations.

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- Collaborate with the MEAL Coordinator to collect, analyze, and report on monitoring data, providing feedback to grantees as needed.
- Assist in the preparation and execution of monitoring, evaluation and learning activities, ensuring compliance with project objectives and donor requirements.
- Facilitate communication and collaboration between grantees (including those of CfP1) and relevant stakeholders
- Foster learning and knowledge-sharing with other Facility's implementing partners

Responsibility 3: Archiving and Reporting

- Manage the archiving of grant-related documents and ensure their accessibility for internal and external stakeholders.
- 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.

The Grant Officer may perform additional tasks and responsibilities pertaining to the operations of RFTA, as delegated by the Programme Coordinator. 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.

Qualifications

Education:

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

Experience:

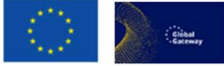
- Minimum of 5 years' professional experience on a Grant Officer position, preferably in international public or non-governmental organizations.
- Previous experience working on education projects or programmes design or implementation. Working experience in the field of education in Sub-Sahara Africa 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 sector of education is advantageous.
- Capacity to liaise and coordinate with various actors.
- Work experience in a multi-lingual/international environment and ability to accommodate cultural differences to interact effectively with people of different cultures.

Skills:

- Excellent planning, organisational skills, communication and reporting skills.
- Proficiency in MS Office applications (Excel, Word, PowerPoint, Outlook).

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- 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.