

Février 2024

Intitulé du poste : Administration National - Support Unit TEI One Health

Pays ou zone géographique : Ethiopia – Addis Abeba

Rattachement : Direction des Opérations > Département Santé - DEPSAN > Pôle Renforcement des systèmes de santé

Durée de la mission : 3 ans

Nature du contrat : Contrat

Administrator - TEI One Health

Description

Introduction

Expertise France (EF) is a public agency created on 1st January 2015 and merging 6 French public agencies under the supervision of the French Ministries of Foreign Affairs and Economy and Finance, with a strong inter-ministerial vocation. EF offers program engineering and technical assistance by developing and implementing international cooperation actions worldwide. EF operates in various fields of development and institutional cooperation including safety and security reform, post-crisis/stability, public health, human rights, strengthening of institutions and NGOs and governance. Carrying out large-scale, multi-stakeholder programs, EF can ensure the cooperation between individuals, teams and institutions with very different statuses, cultures and specialties. Besides, EF has acquired a sound experience in administrative and financial management of large-scale international programs.

Context & Needs

With the aim of improving the coordination of the Team Europe Initiative: “Health Security, One Health”, Expertise France is hiring an Administrator, to be based in Addis Ababa. He/She will work under the hierarchical responsibility of the “Support Unit Coordinator” and in coordination with the field team and the project manager at Expertise France headquarter.

Presentation of the specific objectives of the Technical Support Unit (TSU) of the Team Europe Initiative (TEI) "Health Security, One Health":

- Support the drafting and/or updating of key documents for discussion and approval by the management group, e.g. reports, position papers, communication products
- Facilitating knowledge management and learning within the TEI
- Organize joint reports or other monitoring and evaluation activities, including data collection and data sharing issues, and prepare on this basis a draft annual report on the implementation of the TEI to be submitted to the Management Group
- Logistically organize regular meetings, joint missions and policy dialogues with relevant stakeholders, including civil society, parliaments, the private sector, etc.
- Ensure the link with the results to coordinate actions to encourage overall coherence
- Maintain a financial overview of the TEI Health Security and follow up with the members of the Europe team as part of their respective programming/funding cycles on potential contributions

The main missions may be the following:

1. Logistics management

- He/she ensures and/or supports the logistical organization of events (steering committees, seminars, headquarters missions, study trips, etc.);
- He/She contributes to planning, organizing, optimizing costs and ensuring the smooth running of missions in conjunction with the interlocutors concerned: travel (mission order, plane tickets), accommodation, per diem, visa, project documentation, in connection with the Expertise France headquarters;
- He/She manages a portfolio of service providers: pre-identification, follow-up of services, negotiation of quotes, processing of invoicing (hotel, meals, translation services, etc.);
- He/she responds to the logistical requests of the expert deployed
- He/she applies internal and external purchasing procedures.
- He/she applies security procedures (for property and people), in connection with the coordination of support functions, the Security focal point and with the support of the Security Directorate of the headquarters.

2. Administrative/Contractual Management

- He/she manages the administrative aspects of files related to the operational implementation of projects;
- He/she assists with documentary research, manages traditional secretarial tasks;
- He/she ensures the verification of service providers on the basis of the internal compliance tool.
- He/She ensures the follow-up of deadlines for the deliverables produced as part of the Technical Support for the TEI

3. Financial management

- He/she verifies the conformity of the supporting documents of Headquarters and Field and/or Partners expenses, invoices and reimbursements related to expert missions, monitors advances and their balances;
- He/she contributes to the preparation of financial reports for the donor (consolidation) and internal accounting and budgetary exercises (closing, etc.) in collaboration with the Project Manager at headquarters;
- He/she supports the preparation and conduct of audits, in conjunction with the Officer. and the Administrative and Financial Manager of projects at headquarters;
- He/she verifies and consolidates cash and bank journals in the field;
- He/she maintains existing dashboards;
- He/she verifies commitments (contracts and agreements).
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4. Transversal support

- He/she participates in the organization of the life of the team: (organization of meetings, note-taking, writing of minutes and summaries of reports, proofreading of administrative documents, development of coordination tools, etc.).

2. Profile

5. Qualifications & Skills

- Master's degree in Administrative Management, with 2 years' experience in EU funded cooperation projects;
- Significant experience in participatory/collaborative work;
- Good knowledge of cooperation mechanisms, official development assistance, international cooperation actors;
- Very good command of office tools, including Excel, Word and Outlook;
- Excellent command of French and English (written and oral);

- Legal skills would be an asset.

6. Skills

- Ability to integrate into a multidisciplinary and multicultural team and build trusting relationships with partners;
- Very good written and oral communication skills (writing activity reports related to the implementation of the project, writing briefs or information articles), formulating proposals to facilitate teamwork;
- Responsiveness, autonomy - teamwork;
- Sense of organization and rigour.

7.

8. **3. Duration and location of the mission**

9. The estimated duration of the mission is **three years**.

10. The TESS Project Assistant will be **based in Brussels** at the offices of ENABEL (partner agency). Regular international travel is to be expected depending on the needs of the project.

11.

12. **Durée et localisation de la mission**

La durée prévisionnelle de la mission est de **trois ans**.

Le/l' Assistant.e de projet TESS sera **basé(e) à Bruxelles** au sein des bureaux d'ENABEL (agence partenaire). Des déplacements réguliers internationaux sont à prévoir selon les besoins du projet.

13. **Informations complémentaires**

Date de prise de fonctions souhaitée : janvier 2023

Nature du contrat : Volontariat International

Rémunération : **XX**

Document(s) à fournir :

- CV
- Lettre de motivation
- Photocopie des diplômes et attestations de travail
- Trois références professionnelles incluant contacts mails et téléphoniques

Date limite de candidature : 30 novembre 2022.

Les candidat(e)s intéressé(e)s par cette opportunité sont invité(e)s soumettre leur dossier dans les meilleurs délais, Expertise France se réservant la possibilité de procéder à la présélection avant cette date. Sans réponse de notre part dans un délai de 3 semaines, veuillez considérer que votre candidature n'a pas été retenue.

Le processus de sélection se fera en deux temps :

- Dans un premier temps, une liste restreinte sera établie librement par Expertise France.
- Dans un deuxième temps, les candidate(e)s sélectionné(e)s seront convié(e)s à un entretien en visioconférence.

Le/la candidat(e) retenu(e) sera accompagné(e) par Expertise France, à travers une phase d'intégration/formation.