



Ushirika wa Maendeleo ya Elimu Barani Afrika
الرابطة لأجل تطوير التربية في إفريقيا
Association for the Development of Education in Africa
Association pour le Développement de l'Éducation en Afrique
Associação para o Desenvolvimento da Educação em África

Call for Applications: Consultant Programs Officer, ADEA

The new deadline for submissions is Sunday, April 15th, 2018 at midnight (12:00 am) GMT. Applications must be sent to the following address: adea-applications@afdb.org

Introduction

The Association for the Development of Education in Africa (ADEA) is a forum for policy dialogue on education and it is hosted by the African Development Bank Group in Abidjan, Côte d'Ivoire. Its vision is to create "high-quality African education and training geared towards the promotion of critical skills for accelerated and sustainable development in Africa". ADEA's mission therefore is to "serve as an open and flexible pan-African organization that informs and facilitates the transformation of education and training to drive Africa's accelerated and sustainable development". It acts as a catalyst in promoting innovative policies and practices through the pooling of ideas, experiences, learning and knowledge. ADEA's overall goal is to contribute to empowering African countries to develop education and training systems that respond to their emergent needs and drive Africa's sustainable social and economic transformation.

ADEA's main organs are its Steering Committee (SC), Executive Committee (EC), the Secretariat, Inter-Country Quality Nodes (ICQNs) and Working Groups (WGs). The Secretariat is the administrative arm which implements ADEA's work programs and budget on a day-to-day basis by organizing conferences, statutory meetings, Triennale; managing communications and knowledge; facilitating and supporting the ICQNs; and coordinating the Working Groups. It also implements the decisions and resolutions of ADEA's governance entities.

The overall objective of the Consultant Programs Officer position is to assist the Senior Programs Officer to provide technical and administrative support to the Secretariat, support the ICQNs and coordinate the Working Groups in the implementation of the annual work programs.

Scope of Assignment

Under the general supervision of the ADEA Senior Programs Officer, the Consultant will assist the Senior Programs Officer to:

- Provide support to the Secretariat staff and ICQNs, and coordinate the Working Groups in the preparation of the annual work program and budget as well as developing funding proposals;
- Provide technical support in the organization of major policy dialogue events such as Ministerial Conferences;
- Contribute to day-to-day implementation of specific collaborative activities with the host institution on education and youth employment programs;
- Provide research and administrative support to the Senior Programs Officers in the preparation of reports, presentations and position papers at national and international fora;

- Collate relevant data for entry into the Performance Measurement and Monitoring System (PMMS - results-based management tool) and provide regular progress reports to the Senior Programs Officer;
- Collaborate with the Working Groups and Secretariat staff to produce timely integrated annual program reports as required by the Steering Committee;
- Gather, collate and transmit news-worthy information and ideas from the Working Groups and ICQNs to the Senior Communications Officer for publication and dissemination.

Consultant's Profile

The consultant will be employed for a period of six (06) months. Renewal of contract will depend on satisfactory performance and results.

- A minimum of a Bachelor's degree in Education, development studies, social sciences or related discipline and experience in education development either in a Ministry of Education, a development agency, international NGO or multilateral development institution;
- Strong organizational skills, ability to multi-task and work under pressure and heavy work load;
- Results-driven, self-directed and excellent verbal and written communication skills;
- Strong and proven research and analytical skills; and ability to distill relevant data from a mass of data from different sources and produce reports that are accurate, logical, and intelligible;
- Ability to collaborate with teams across functional units and disciplinary boundaries to achieve results in the best interest of the organization;
- Systematic and methodical work habits, trustworthiness, independence and resourcefulness; and multi-cultural sensitivity and commitment to diversity and inclusion;
- Fluent in English or French and has a working knowledge of the other;
- At least 4 years of professional experience plus competence in Microsoft Office package (i.e. Word, Excel, PowerPoint, etc.).

Duty Station: Abidjan, Côte d'Ivoire

Submission of applications

Applications must be sent to adea-applications@afdb.org no later than Sunday, April 15th, 2018 at **midnight (12:00 am) GMT**. Due to the high volume of applications, only selected candidates will be contacted through a formal correspondence via e-mail.

Please do not contact ADEA or staff members to enquire about the status of your application.