



Call for applications for an Administrative Officer

Recruiting organization

The Association for the Development of Education in Africa (ADEA) is the voice of education in Africa and has played an important role in the educational arena for 30 years as a convenor, knowledge creator and forum for policy dialogue. Since its creation, ADEA has acted as a partner between African ministries of education and training and development partners. As a forum for policy dialogue, ADEA promotes innovative policies and practices by sharing and disseminating ideas, experiences, learning and knowledge among countries and stakeholders.

The Education and Skills Data Project

Africa is facing an education and skills data crisis. The COVID-19 pandemic has exacerbated the situation. Due to the ongoing challenge of lacking quality education and skills data for informed decision-making, insufficient data continues to undermine the ability of African countries to make demand-driven policy decisions on education and skills. Through this project, ADEA seeks to support up to 30 African countries over a five-year period to produce and use the quality data on education and skills for informed decision-making through policy, planning, program implementation, monitoring and evaluation.

Position summary

ADEA is looking for an experienced and motivated professional to provide administrative, organizational, and operational support to the project team. The Administrative Officer will support the project team in human resource management, communication, organization, logistics, office automation, financial and material management, etc. He or she will develop and maintain high-quality relations with the project team, ADEA and the various institutions and stakeholders involved in the project.

This position reports to the Project Manager.

Tasks and responsibilities

The Administrative Officer's mission is to support the administrative, material, financial, organizational, correspondence, logistical and office management of the project.

Specifically, the Administrative Officer will:

- › Support countries and partners correspondence:
 - Receive and dispatch project countries and partners correspondence.
 - Manage project team appointments.
 - Collect and update contacts and addresses of people, institutions, agencies, ministries, partners, etc. in the project's areas of intervention, in the concerned countries.
 - Prepare and send the invitation letters and meeting links for meetings, gatherings, workshops, seminars, and training sessions organized by the project.

- Facilitate communication with Stakeholders including correspondences, follow-up, setting up meetings, etc.
- › Support office procedures:
 - Draft correspondence, notes, minutes of activities, meetings or workshops, and other documents requested by line manager and colleagues.
 - Process, file and archive physical or electronic documents.
 - Copy, proofread and scan administrative documents.
 - Classify project personnel and consultant files.
 - Manage office supplies and consumables.
 - Prepare field mission documents.
 - Participate in the preparation of meetings, gatherings, workshops, seminars and training sessions organized by the project.
 - Manage physical or virtual meeting rooms.
 - Prepare travel arrangements for team members and partners involved in the project (book travel tickets and accommodation, receive invoices and prepare payment requests, hire transportation if required).
 - Identify, evaluate and book the venue for meetings, gatherings, workshops and seminars organised by the project.
 - Assist Senior Finance Officer in procurement processes.
 - Carry out any other task within the scope of his/her responsibilities and assigned by his/her hierarchy.

Qualifications and Requirements

Qualifications:

- › Bachelor's degree in office automation, administration, executive assistance, commerce, business communications or equivalent.
- › Extensive experience with MS Office suite (Excel, Word, Power Point, Outlook) and communication tools (Teams, Zoom, etc.).
- › At least 5 years' successful experience as an Administrative Officer, Administrative Assistant, Executive Assistant or equivalent, in a development project or international organization.
- › At least 5 years' experience of working in multicultural and multidisciplinary teams.
- › Experience in organizing events, meetings, workshops, and seminars, including remote events.
- › Fluently bilingual in French and English, excellent oral and written communication skills.
- › Experience in working with public administration and the private sector.

Technical requirements:

- › Ability to work in a multicultural and multidisciplinary team.
- › Ability to use social networks in a professional context.
- › Strong organizational skills coupled with an aptitude for problem solving.
- › Rigor, attention to detail, autonomy, initiative, and great sense of organization.
- › Flexibility and ability to work under pressure and to meet tight deadlines.
- › Good listening skills, diplomacy, patience.
- › Experience in preparing minutes of meetings.
- › Experience in managing office supplies inventory.
- › Experience in archiving physical and digital documents.

- > Experience in procurement.
- > Experience in human resource and administration.
- > Basic knowledge of accounting.
- > Capacity to follow-up agreed Action Items.

Working conditions

- > Full-time consultancy mandate.
- > Based in Abidjan, Ivory Coast, with occasional field assignments.
- > Occasional overtime may be required to meet project deadlines.
- > Competitive remuneration.

Application process

Interested candidates are invited to send their curriculum vitae and a letter of motivation to emploi@c2dservices.com by **March 3, 2024 (5 PM, GMT)**. Please indicate "**Application for the position of Administrative Officer**" in the subject line.

As an equal opportunity institution, we welcome applications from people of all backgrounds and experience. Only selected candidates will be contacted.