



## **Recruitment notice**

### **I. Context**

The Pamoja network recognizes that education is the catalyst for having sustainable, peaceful, democratic, resilient and gender-equitable societies. In line with SDG 4 which encompasses the entire cycle of education, Pamoja West Africa advocates for the right to lifelong education in all its forms. It also recognizes that inclusive education and lifelong learning for all are essential to equip citizens with the knowledge and tools to engage and contribute to the socio-economic development of their communities. Education is also important for breaking cycles of violence and poverty, ending exclusion and transforming societies.

Pamoja Education is a Network composed of networks of fourteen (14) member countries which are: Benin, Burkina Faso, Guinea-Bissau, Guinea, Gambia, Ghana, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Togo and Morocco. As part of the implementation of its activities, the Pamoja Education network is launching this call for applications for the following recruitments:

- an administrative assistant, responsible for purchasing and human resources,
- a monitoring-evaluation and resource mobilization officer.

### **II. Description of tasks, responsibilities and qualifications**

#### **2.1 Administrative assistant position**

**Title :** Bilingual Administrative Assistant

**Supervisor :** Coordinator of PAMOJA Education

**Location of the office :** Cotonou (Benin)

**Duration of the contrat :** One (1) year renewable depending on performance

**Working languages:** French and English

**Start date:** Immediately

#### **Description of tasks**

The Administrative Assistant is placed under the supervision of the Network Coordinator. His mission is to provide administrative management and personnel management, participate in the management of stocks and network assets, lead the team under his authority, ensure the preparation of meeting reports.

The Administrative Assistant is assessed on their ability to manage all the tasks entrusted to them with efficiency, rigor and punctuality.

Specifically, the Administrative Assistant assumes tasks in the field of personnel management, the management of coordination activities, the management of the funds for menu expenses and procurements.

### **In terms of personnel management**

- Ensure the administrative management of the staff;
- Maintain and manage personnel files and records;
- Establish the employment contracts of the agents under contract on the instructions of the Coordinator of the Network;
- Record the movement of staff (leave, illness and absence, resignation, etc.)
- Establishing the declarations of accidents at work...

### **Management of coordination activities**

- Establish the social declarations of agents under contract;
- Assist the Coordinator in the performance of her duties;
- Organize work meetings at the request of the Coordinator;
- Take notes and write minutes of meetings;
- Receive, process and record correspondence;
- Review, archive, distribute and process incoming emails and correspondence; track pending actions; draft responses to a wide variety of correspondence and other communications often requiring knowledge of technical terminologies and/or detailed administrative procedures; perform quality control functions of outgoing documents; proofread the texts, taking care of their format, grammar, punctuation and style....
- Manage the secretariat;
- Welcoming visitors;
- Ensure the archiving (physical and electronic) of documents and accounting records;
- Contribute to the regular updating of the network's website and Facebook pages;
- Contribute to the collection of information for the design of the network's newsletter.

### **Other tasks**

The administrative assistant is also responsible for:

- asset and inventory management activities,
- procurement activities and
- keeping the petty cash fund.

It should be noted that the list of tasks is not exhaustive. The administrative assistant will ensure the accomplishment of any other task or mission that may be entrusted to him/her by the network.

## **Qualifications, experience and skills required**

The Administrative Assistant must:

- Hold a university degree in Bilingual Secretarial, Management Science/Management, Social Sciences or equivalent,
- Justify at least 03 (three) years of experience in a bilingual administrative assistant position;
- Be fluent in French and English,
- Have a good ability to write reports,
- Have the mastery of the computer tool: Word, Excel, PowerPoint as well as Internet,
- Having basic notions in accounting and procurement would be an asset,
- Be autonomous and respect deadlines in the accomplishment of tasks,
- Have the ability to work under pressure and have good stress management,
- Be welcoming, flexible and open,
- Be willing to work in a team in a multicultural environment.

## **Documents required**

- A cover letter of no more than one page specifying the gross salary expectation.
- An up-to-date Curriculum vitae of no more than three pages, dated and signed, and indicating three professional references from people linked to organizations or institutions that have already employed the candidate.
- Copy of diplomas and work certificates.

## **2.2 Position of monitoring-evaluation and resource mobilization officer.**

**Title : Monitoring-evaluation and resource mobilization officer.**

**Supervisor :** Coordinator of PAMOJA Education

**Location of the office :** Cotonou (Benin)

**Duration of the contrat :** One (1) year renewable depending on performance

**Working languages:** French and English

**Start date:** Immediately

## **Tasks description**

Under the supervision of the coordinator; the role of the monitoring-evaluation and resource mobilization officer will be to promote within the Pamoja Education network and its members results-based project management through the implementation of appropriate tools of monitoring and evaluation. He/she will have to ensure the design of monitoring and evaluation tools, the monitoring of project indicators, and coordinate the implementation of the monitoring and evaluation plan. In addition, he/she will contribute to the resource mobilization and partnership development efforts carried out by the national Pamojas, including collecting donor information on funding opportunities in Africa, then ensuring the quality of proposals and reports/projects. The main responsibilities of this position are classified into three main categories: a) Writing projects and seeking funding, b) Planning and managing projects, C) Monitoring and evaluating projects.

Specifically, the Monitoring-Evaluation and Resource Mobilization Officer has the following responsibilities:

### **a) Drafting of projects and fundraising**

- Map and identify engagement strategies of financial partners;
- Identify and design projects/programs in line with the vision and mission of Pamoja Education;
- Contribute to the formulation of proposals (technical and financial) to respond to calls for tenders;
- Identify alternative and innovative financing possibilities in the region (corporations, foundations, private donors and other possible donors);
- Monitor internal timelines and deadlines to ensure timely submission of proposals, including allowing sufficient time for quality assurance, review, etc.;
- Assist National Pamoja Coordinators to formulate, implement and update their resource mobilization plan, including the associated action plan;
- Follow up on member countries' dues by providing them with any necessary data and documentation they may need to facilitate payments;
- Provide updates to demonstrate progress and effects on project targets (e.g. newspaper articles, website coverage, quick photos and videos from the field, profiles of key personnel, etc.) in close collaboration and consultation with national Pamoja coordinators.....
- Create a fundraising database that can be used to track all contacts in the Pamoja network, record all donations, write reports and communicate regularly with partners;
- Develop and implement an online “donation” platform;
- Develop and maintain a system to track financial commitments made by development agencies, African governments and partners for regular monitoring.

### **b) Project planning and management**

- Propose the work plan and annual budget for each project,
- Design the work plan and consolidated annual budget of the organization,
- Design planning and management tools for the projects run at national and regional levels,
- Strengthen the capacities of members of the Pamoja network on project management tools and the capitalization of outcomes.

### **C) Monitoring and evaluation of projects**

- Develop the organization's monitoring and evaluation plan,
- Design and set up a functional monitoring and evaluation system,
- Ensure the proper management of the information system (schedule and monitor the activities of the annual work plans and budget, maintain and update the results and indicators management system table, update the system dashboard monitoring and evaluation, managing the various databases.),
- Ensure data quality and compliance for the establishment of a data quality control system,
- Identify, collect and analyze data related to the results frameworks and disseminate them,
- Monitor and evaluate the level of physical execution of the Annual plan of activities and indicators,
- Periodically evaluate the indicators defined in the organization's Strategic Plan;
- Build the capacities of Pamoja Education members on project monitoring and evaluation,
- Conduct evaluations and document case studies, successful experiences, lessons learned and best practices,
- Follow up on recommendations from project evaluations,

- Prepare monthly, quarterly, half-yearly and annual reports or deliverables and distribute them in all communication channels of the network.

## **Qualifications, experience and skills required**

### ***a. Education level***

- Hold a graduate degree (BAC + 4) at least in Project / program management, Monitoring and evaluation, Economics, Statistics, Planning, Social sciences, Education or equivalent diploma.
- Additional training in resource mobilization and/or Marketing and communication would be a great asset.

### ***b. Professional experience***

- Have at least 5 years of experience in a project management and monitoring-evaluation position,
- Have at least 3 years of proven experience in resource mobilization, drafting technical and financial offers to respond to calls for tenders or calls for projects,
- Have a good knowledge of the world of development organizations/structures and that of technical and financial partners or donors,
- Have a perfect mastery of techniques and devices / mechanisms for mobilizing national and international funding.

### ***c. Skills and abilities***

- Good design and writing skills (articles, reports and other publications);
- Strong ability to work independently based on clearly defined guidelines;
- Excellent mastery of digital collection with open source tools: ODK, Kobocollect, Survey CTO, etc. ;
- Excellent knowledge of data analysis software: Stata, SPSS, etc.
- Excellent knowledge of Excel and ACCESS data management programs
- In-depth knowledge of collaborative tools and the office pack;
- Fluent in French and English.
- Have an entrepreneurial spirit and the ability to respond to opportunities;
- Be dynamic, driven, creative, results oriented and have the proven ability to forge new partnerships with potential funders and partners, while at the same time building and managing relationships existing;
- Excellent interpersonal skills for teamwork and working in a multicultural environment and ability to interact effectively with different stakeholders inside and outside the organization;
- Commitment, flexibility and ability to work under pressure;
- Spirit of analysis, synthesis and good judgment;
- Rigor and good management of priorities and deadlines;
- Sense of responsibility;
- Great sense of organization and good stress management.

### **Documents required**

- A cover letter of no more than two pages specifying the gross salary expectation.
- An up-to-date Curriculum vitae of no more than four pages, dated and signed, and indicating three professional references from people linked to organizations or institutions that have already employed the candidate.
- Copy of diplomas and work certificates.

### **III. Application deadline**

Interested candidates for each position must send their application no later than May 30, 2017 at 6:00 p.m. (Cotonou local time) to the addresses: [pamojaao@gmail.com](mailto:pamojaao@gmail.com) and [secretariatpamojaao@gmail.com](mailto:secretariatpamojaao@gmail.com). Only shortlisted candidates will be contacted for the written test and interview.