ANCEE 2.0

Director (Director)
Training expert 1 (Training engineering specialist)
Training expert 2 (Emploi- Qualification Training specialist)
Administrative and financial expert
Media and communications, IT expert
Assistant

PROFILE 1 : ANCEE DIRECTOR

Mission

Under the authority of the Director General of APUA, the Director of the African Network of Centers of Excellence in Electricity (ANCEE) conducts the action of the Unit and manages the resources made available to the network. He ensures the constant adequacy between the programmatic and educational resources of the network and the capacity building needs of the electricity companies. It assumes responsibility for the identification and mobilization of strategic and financial partners, boosts and drives strategies to address sector capacity gaps, and oversees the development and implementation of network management tools. The Director is responsible to achieve and realize the objectives of the ANCEE program, delivering on the work program, achieving results as defined in the program log frame, as well as build and ensure the resilience and autonomy of the programme.

Responsibilities

More specifically, the Director has the following responsibilities:

- Understand quickly the stakes of the project and implement adapted solutions to reach its objectives ;
- Provides oversight to project execution and prepares reports in accordance with AFDB and other donors criteria, rules and regulations;
- Appropriate and organize the implementation of the business plan and financing plan as validate through the Steering committee of the project
- Improve and implement the network development and promotion plan;
- Improve and implement strategies for networking, developing technical and financial partnerships;
- Oversee the implementation and updating of management tools (example: needs / offers database);
- Ensure timely, efficient and effective implementation of the work plan and adjust the work plan when and where necessary to ensure that the project outcomes and outputs are aligned with project priorities and frameworks. Manage day to day activities.
- Organize and animate the Project Steering Committees and ensure that Project Steering Committee fulfils its function;
- Maintains adequate project-related documentation and records;
- Reviews project outputs, provides technical input and ensures quality standards are met;
- Applies adaptive management principles to the supervision of the project;
- Prepare the project implementation programs to be periodically approved by the donors and the Steering Committee.

This program will specify in particular: (i) the detailed budget and the financing plan (expenditures submitted to Donors), (ii) the procurement plan, (iii) the plan of activities 12 months, (iv) the arrangements for the preparation and validation of subsequent business plans, (v) the commitment and expenditure execution channels, (vi) the procedures for the selection of beneficiaries of training grants, (vii) proposals for the award of training fellowships and (viii) the roles and responsibilities of each.

- Ensure the interface with network partners, including strategic and financial partners, governments, and Power Utilities (PU);

- Manage the human resources directly affected. Develop performance compacts with clear objectives and task definitions for the CU team members.

- Ensure a good coordination and communication between the APUA and the ANCEE team

- Supervise the preparation of supporting documents, agendas, and minutes of meetings of the Governance Organs (GO) of the network

- Coordinate the preparation of thematic, periodic, technical and financial reports.

Deliver programme goals as set-out in the clear objectives, targets and KPI's defined by the APUA Director General.

Description of the candidate's profile

The following minimum requirements must be met by the candidate appointed for the ANCEE Director position:

Level of education:

- Engineering degree, B. Eng. (Electrical), economics, law, or any other related or equivalent degree to the position;
- Project Management diploma/certification or equivalent.

Experience Requirements:

- 15 years of relevant professional experience in the power sector;
- A minimum of 10 years of successful experience in Project Management, (supervision, coordination, reporting), including team leadership in a multicultural environment.
- Demonstrated expertise in coordination of multi-country initiatives would be an asset.
- Knowledge of the electricity/power sector and/or vocational training in Africa is a plus.
- Prior experience of working with MDB's will be to the applicants advantage.

Skills and core competencies required:

Here are listed personal attributes or underlining characteristics, which combined with technical or professional experience, enable the delivery of the expected mission.

- Demonstrate and promote the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status;
- Take appropriate risk in developing new or adapting existing methods and approach to more effectively perform tasks or to solve problems in new and unique ways;
- Capable of working in Teams: Acting as a team player and facilitating teamwork; Developing & Empowering People/Coaching and Mentoring
- Strong interpersonal competencies (diplomatic sensitivity, negotiating, organizational knowledge, client focus) with effective teamwork skills.
- Strategic competencies (analytical and flexible thinking, networking)
- Solid achievement focus: know how to translate missions into objectives and mobilize the necessary resources to achieve them;
- Strong competencies in communicating Information and Ideas: facilitating and encouraging open communication in the team, communicating effectively with the stakeholders of the project
- Delivers verbal/written information in a timely, clear, organized and easily understood manner with limited supervision;
- Able to provide appropriate and transparent decision: Informed and transparent decision making;
- Ability to work under tight deadlines, manage multi-task requirements and a high degree of pro-activity and initiative;
- Accepts responsibility and accountability for the quality of the outcome of his/her decisions.
- Excellent practice of computer tools, has computer skills and can use tools/programs such as Word, Excel spreadsheets, PowerPoint, web-based research, Microsoft Outlook, etc.
- Excellent command of English and French.
- Willing to travel as the position may require.
- Familiarity with MDB policies, processes and procedures

Position location:

Physical, on-site position, job station in Abidjan (Cote d'Ivoire).

Profile 2 : Media, Communication and IT expert

Mission:

Under the authority of the Network Director (Director), he (or she) is in charge of the promotion of the Network with external partners: Powers utilities, African Ministries in charge of Energy, institutions of the African electricity and energy sector, Regional and international institutions, communication bodies, etc. Main objectives include to i) convey a positive image of ANCEE, ii) expand the participation of power utilities to include all APUA Power utility members and particularly TSF countries, iii) develop and support tools for the efficient implementation of the ANCEE activities and iv) the development and roll-out of the web-based training platform.

His/her tasks include but are not limited to:

- the collection of information and data relating to the life of the network
- the choice and implementation of external communications strategies to convey essential messages to target audiences;
- Develop and maintain engaging content for various platforms (websites, social media, email, etc.);
- setting up communication tools: media advertising campaigns, visits to members, participation in exhibition fairs, seminars, press conferences, meetings with partners;
- Write, edit, and proofread materials, ensuring accuracy, clarity, and consistency;
- the development of partnerships, the extension of ANCEE to non-customers, etc.
- animation of the network' s website. Manage and update website content, including creating and optimizing web pages;
- the management of projects decided in the communication strategy and the perfect organization of events involving the network.
- development and roll-out of the web-based training platform.
- Collection of data to facilitate progress reporting of the ANCEE 2 programme.

Deliver communication goals as set-out in the clear objectives, targets and KPI's defined by the ANCEE Director.

Environment:

Given the specificities of the network, his(her) autonomy of action and execution of tasks will greatly depend on the budgets allocated to communication. He (she) is called upon to be versatile: manage public relations including its international component but also the global communication strategy including the coordination of outsourced services with communication consulting agencies.

Candidate's profile:

The following minimum requirements must be met by the candidate appointed for the Media, Communication and IT expert:

Level of education:

- Hold a master's degree in social sciences and/or in communication sciences and techniques with an emphasis on strategic communication planning for development.

Experience Requirements:

• Have ten (10) years of professional experience with a relevant level of responsibility in the areas of planning and management of communication activities, including practical experience in communication;
• Experience in participatory communication approaches and networking would be an asset;
• Good knowledge of social networks and their use;
• Experienced Web designer, ability to update and enhance websites;
• Experienced with the use of LMS platforms, and other online learning technologies.

Skills and core competencies required:

- journalistic writing techniques
- the prerogatives of public relations
- communication tools
- new technologies
- excellent interpersonnel skills
- rigor and responsiveness
- a spirit of synthesis and openness for teamwork with colleagues
- complicity with the administrations of the centers of excellence
- availability for requests from all external audiences
- curiosity and an openness to all the news and novelties in the fields of technical and professional training
- originality to create outstanding events
- office automation and DTP software
- Have a good command of French and English languages (spoken and written).
- Have a good understanding of the media environment, the different supports and their specificities (circulation, readership, etc.)
- Have a good understanding of protocol processes and the treatment and management of high-level dignitaries;
- Should be able to manage news and political and economic events in the field of Electricity;
- management of the media budget (cost of advertising insertions) and non-media budget (cost of organizing ANCEE statutory events, etc.

Position location:

Physical, on-site position, job station in Abidjan (Cote d'Ivoire).

PROFILE 3: ADMINISTRATIVE FINANCIAL AND ACCOUNTANT EXPERT

Mission

Under the authority of the Network Director (Director), he (or she) is in charge to ensure, in accordance with the manual of administrative, financial and accounting procedures of the project, the smooth running of all activities within the framework of the financial, accounting and administrative management of the project.

He manages the project accounts and is responsible for all operations related to financial and accounting management and assists the Director in the financial and administrative management of ANCEE.

Key Tasks

In general, he (or she) aims to:

- Maintain an effective financial management system for project accounts in accordance with the provisions of the Bank and at all levels (ANCEE and partners)

- Ensure the mobilization of resources and payment of project expenses within the deadlines provided by the manual and in accordance with the directives of the Donors;

- Establish a reliable and rigorous internal control system within the Project. The system put in place will have to eliminate the occurrence of ineligible expenses;

- Ensure the timely production of periodic documents relating to the financial and accounting management of the project in accordance with the provisions of the manual and donor guidelines;

- Joint signing with the Project Coordinator of all financial commitments;

- Development and management of the cash flow plan

- Ensure the preparation of audit and supervision missions of the project;

- Ensure the implementation of administrative tasks related to financial management in accordance with the provisions of the manual and applicable financial management standards;

- Provide the necessary technical assistance to the project partners for the implementation of an efficient financial management system aimed at ensuring the financial fluidity necessary for the proper execution of the operational components of the project;

Specific mandates/tasks

Under the authority of the Director, the financial expert is responsible for:

- Establish and maintain an effective financial management system consistent with the provisions of the Bank:
- Maintain adequate financial management arrangements to support the deployment of project resources in an economical, efficient and efficient manner to achieve the intended objective;

- Develop and define a financial strategy ensuring the proper management of financial and accounting operations;
- Ensure compliance with donor requirements in terms of financial management.
- Ensure resource mobilization and payment of project expenditures within the time frame of the manual and in accordance with funding agreements;
- Coordinate and supervise the preparation of transfer orders (OV) and invoice forms and ensure their prior signatures before authorization by the Director;
- Ensure that payments of all project expenses financed by donor funds are mentioned in the Funding Agreement;
- Ensure the regular replenishment of the Special Account and sustainability account and its management according to Bank standards, including the preparation of "DRFs" according to established procedures, and requests for direct payment to suppliers by the Bank's Disbursement Department;
- Establish a reliable and rigorous internal control system within the Project. The system put in place will have to eliminate the occurrence of ineligible expenses;
- Implementation and/or review/consideration of the donor's observations, as necessary, of the administrative, accounting and financial procedures manual, as well as any other tool necessary for the management of the project, and ensure their wide dissemination to all stakeholders;
- Drafting of periodic financial monitoring reports according to a format agreed with the Donors;
- Regularly monitor budget execution;
- Supervise the regular maintenance of the Project's accounts;
- Oversee inventory management and supplier monitoring;
- Oversee the analysis and justification of third-party accounts;
- Responsible for the continuous supply of data and the updating of the computerized accounting system;
- Supervise the production of annual summary financial statements (balance sheet, TER, reconciliation statement of the special account, etc.);
- Validate accounting assignments;
- Oversee the maintenance of the fixed asset register and its correct coding;
- Supervise the annual inventory of fixed assets and ensure the preparation of the minutes;
- Daily control of the eligibility of expenditure before commitment;
- Implementation of procedures for the classification and archiving of accounting documents;
- Responsibility for the organization and/or reorganization and implementation of the administrative, financial, material and accounting management of the Project;
- Coordination and monitoring of disbursements to the various partners, on the basis of the conventions and protocols established for the execution of water infrastructure where applicable;
- Establishment of a rigorous system of justification of disbursements made within the framework of conventions and protocols and monitoring of the rate of justification;
- Participation in the establishment and management of contracts and agreements with the Project partners;
- Supervision of cost and material accounting;
- Responsibility for the recruitment of external auditors and the preparation of the annual audit report in a timely manner;
- Preparation and organization of the annual external audit, mid-term review and financial supervision;

- Organization of the follow-up of the implementation of the recommendations made at the end of annual audits and financial supervision missions;
- Participation in the preparation of the annual report on the implementation of the project;
- Ensure compliance with disbursement rules, procedures manual and strict ethical standards;
- Ensure the follow-up of ongoing actions, preparation of future programs, analysis of results and finalization of reports;
- Support the preparation, development, validation and popularization of the annual program of activities and the detailed and consolidated annual budgets of the entire project and ensure budgetary control;
- Support the mobilization of funds from the various donors for the effective and efficient implementation of the Project;
- Support the control of the reliability of accounting records;
- Support the closure of accounts and facilitate the conduct of other administrative requests related to the management of project resources;
- Responsible for good storing and archiving of accounting documents;
- Perform, as requested by the Project Director, any other task related to the smooth running of the project.

Deliver financial management and audit goals as set-out in the clear objectives, targets and KPI's defined by the ANCEE Director.

Candidate's profile:

The following minimum requirements must be met by the candidate appointed for the Administrative Financial and Accountant Expert:

Level of education:

• Hold a Master 's degree in Financial and Accounting Sciences with an emphasis on budget monitoring and management control. BAC+5 level (such as Master II, DSCG, DESS, MBA, DESCOGEF)

Experience Requirements:

• Have ten (10) years of professional experience with a relevant level of responsibility as Financial and accounting director in utilities structure or similar project of development, with at least 7 years in a public or private management, accounting, auditing organization (accounting firm), in an administrative, accounting and financial management team or financial monitoring of a development project;

• Number of years of specific experience of at least 05 years in an accounting and financial management team of a project financed by a multilateral development partner (World Bank, African Development Bank, etc.);

• Experience in closing accounting and financial exercices, preparing financial statements, and monitoring external audit assignments;

Skills and core competencies required:

- Ability to establish, improve and disseminate information systems, including administrative, accounting and financial procedures manuals;

- Ability to catch up on an accounting for one or more past financial years and produce related financial statements in accordance with current accounting standards;
- Have a good command of the standards of the Uniform Act on Accounting Law and Financial Reporting (AUDCIF) and the OHADA accounting system, all of which form the revised SYSCOHADA;
- Have a good knowledge of the standards of the Uniform Act on the Accounting System for Non-Profit Entities (SYCEBNL);
- Knowledge of African Development Bank rules and procedures (financial management, disbursements, procurement) is to the candidates advantage;
- Have a good command of computer tools and an in-depth knowledge of the various common software and browsers (World, Excel, PowerPoint, management software, Explorer, Outlook, etc.);
- Having an in-depth knowledge of accounting and financial management software adapted to development projects and knowing how to use them for the maintenance of accounts and the production of annual summary financial statements is imperative
- Experience in establishing budgets and management control
- Knowledge on financial analysis and banking relationships
- Experience in participatory communication approaches and networking would be an asset;
- Ability to analyze financial information and prepare periodic financial monitoring reports, balance sheets and/or forecasts;
- Good analytical and strategic thinking skills;
- Good writing and effective communication skills;
- Broad open-mindedness, availability to work in a team, listening and dialogue skills, excellent interpersonal skills;
- Good physical condition with ability to move around the field;
- Have a good command of French and English languages (spoken and written).
- proficiency in accounting software/mastering at least one accounting software
- good knowledge of the African Development Bank procedures and other international institutions
- rigor and responsiveness, hold a spirit of synthesis and openness for teamwork with colleagues
- easy contact with the administrations of the centers of excellence
- availability for requests from all external audiences

Position location:

Physical on-site position, job station in Abidjan (Cote d'Ivoire).

PROFILE 4: HUMAN RESOURCES EXPERT

Mission:

Under the authority of the Network Director (Director), he (or she) is in charge to :

Conduct and coordination of the engineering training activity in relation with the APUA partner Centres of Excellence and constituting the ANCEE network, based on the needs analyses in terms of jobs and skills of electricity companies. Lead on the ANCEE Advisory Services function, supporting Power Utilities to address training service gaps.

- The follow-up and implementation of training engineering actions or training actions set up with the network of partner centers,
- Diagnostic missions to CoE and/or PU,
- Participation in the constitution of a pool of trainers,
- Animation of an HR network of the PU,
- Support the organization of management and gender training programes and the implementation thereof, intermediation for external expertise specialized in HR for PU,
- Exploitation of training reports and homogenization of reports by making the necessary improvements and adaptations
- Identification of training program gaps specifically in relation to E&S requirements, RE implementation and gender mainstreaming, identify and/or develop/source training material in addressing these gaps,
- Work with partners to enhance and strengthen the ANCEE training catalogue

Specific responsibilities:

Animation and Coordination component:

- Manage, animate and ensure the realization of training operations by the CoE with the PU according to the required training and quality engineering standards;

- Manage and ensure the implementation of operations carried out within the network of training centers of excellence, in terms of training engineering

- Lead the management of the projects for which he is responsible by ensuring the involvement and efficiency of the actors concerned: constitution of a pool of trainers, animation of a network of HR managers of the PU, accompany the organization of a cycle of seminars on management and gender, intermediation in the external expertise specialized for the PUs

- Ensure coherence between the skills needs expressed by the LoE and the training offered by the CoE.

- Identify and support the strengthening of CoE, look for opportunities of improving and strengthening the ANCEE network;

- Establish a post-training evaluation approach for CoE and PU

- Participate in the diagnosis and pedagogical support of CoE and PU

- Exploit training reports and make an inventory analysis

Engineering Component

- Develop and harmonize common approaches and common content in terms of training in the network of centers of excellence to promote dialogue and exchange and optimize productions (face-to-face training or mix-learning).

- Ensures the constant improvement of the training products offered by the ANCEE and initiates in coordination with the CoE new training products in relation to the development of techniques, the organization of companies and the accompaniment of transformations within them.

- In the context of class actions:

Ensure the existence or development of sheets and pedagogical technical content for each training theme and ensure their regular updating, decide on the duration of the proposed training, its content and pedagogical progression, the type of training (in-situ or face-to-face) as well as the proposed budget.

Validate the training offers developed by the CoE, the mechanisms for carrying out training actions and their programming;

Ensure technical monitoring in the field of training engineering and pedagogical engineering.

Promote innovation in training and pedagogy within the network through the development of projects (e.g. technical and pedagogical platforms, new approaches to learning, e-learning, etc.)

Propose and ensure the implementation within the network of management applications in its field of intervention (e.g. Training Management Tool, LMS,....)

Contribute to the implementation of an e-learning platform for the network

Achievement Component :

- Create a database of trainers who best meet the criteria of excellence in training and should constitute the pool of ANCEE trainers

- Ensure the pedagogical upgrading of trainers through the animation of workshops.

- Contribute to the distribution of training actions and further training topics between the different CoE concerned.

- Promote joint animation between centres of excellence where possible

- Accompany the PU in the development of the training plan, follow the implementation of the training programs registered under an annual plan for all the PUs under the required conditions of quality, deadlines and costs

- Process training reports provided by CoE and ensure implementation of relevant recommendations

- Ensure the reliability of pedagogical certification documents (Certificate of schooling, Certificate of success, certificate of internship, etc.) issued by the CoE.

- Contribute to the improvement of the training evaluation system within the SDGs and in particular post-training evaluation.

- Ensure the follow-up and the implementation of the recommendations emanating from the CoE after the completion of the trainings;

- Contribute to the work of the APUA Scientific Committee.

- Chairs, animates and/or participates in various meetings and/or commissions within his/her field of activity.

- Ensure coordination with the employment/qualification expert in the match between the skills needs of the PU and the training offered by the CoE

Reporting :

- Take responsibility for the regular updating of the ANCEE training catalogue

- Elaborate, present and transmit quarterly and annual activity reports within the deadlines.

- Present the pedagogical report to the Copil

Deliver training and advisory goals as set-out in the clear objectives, targets and KPI's defined by the ANCEE Director.

Candidate's profile:

The following minimum requirements must be met by the candidate appointed for the Human Resources Expert:

Level of education:

- Engineering degree, B. Eng. (Electrical), economics, law, or any other related or equivalent degree to the position BAC +5;

Experience Requirements:

- 10 years of experience in the field of training device engineering as well as the implementation of training devices and pedagogical engineering;
- 5+ years experience in providing or assisting in the provision vocational training;
- Proven experience in training in the electricity sector (electricity, mechanical, energy, Power Utilities)
- Project Management diploma/certification or equivalent would be to the applicant's advantage
- Experience with roll-out and implementation of on-line training platforms
- Experience in managing training centers.

Skills and core competencies required:

- Innovation in training and Mix-Learning
- Good analytical and strategic thinking skills;
- Good writing and effective communication skills;
- Broad open-mindedness, availability to work in a team, listening and dialogue skills, excellent interpersonal skills;
- Good physical condition with ability to move around the field;
- Have a good command of French and English languages (spoken and written).

- Have a good command of computer tools and an in-depth knowledge of the various common software and browsers (World, Excel, PowerPoint, management software, Explorer, Outlook, etc.).

Position location:

Physical, on-site position, job station in Abidjan (Cote d'Ivoire).

PROFILE 5: HR EXPERT IN EMPLOYMENT SKILLS

Mission:

Under the authority of the Network Director (Director), he (or she) is in charge of

The conduct and coordination of the activity of analysis of needs in terms of jobs and skills evolution studies expressed by the electricity companies of the continent, in particular the members of the APUA, in order to guide the training policy of the organization and to guide the actions of the training centers partners of the organization.

The development and organization of a common vision and a common process of certification of competencies with APUA members, and ensure implementation in relation with partner centers.

Support on the ANCEE Advisory Services function, supporting Power Utilities to address training service gaps.

The measurement of the satisfaction of APUA members, in relation to the measures taken and their implementation, in a logic of continuous improvement.

Participate in the diagnostic actions of CoE and PU; the constitution of a pool of trainers, the follow-up of the execution of HR studies, the animation of an HR network of the PU, the launch of a cycle of themes on management and gender, pedagogical support of the PU.

Identification of training program gaps specifically in relation to E&S requirements, RE implementation and gender mainstreaming, identify and/or develop/source training material in addressing these gaps,

Work with partners to enhance and strengthen the ANCEE training catalogue.

Responsibilities:

Animation and coordination component

- Animate the HR network of the PU and the pedagogical managers of the CoE;

- Manage and ensure the implementation of operations carried out within the PU in terms of qualification jobs;

- Actively participate in coordination with the training engineering expert in the training needs assessment process of HCWs;

- Coordinate the realization of studies on the business reference system and the employment-qualification correspondence;

- Assist any external consultant working on topics related to business correspondence qualification or related to this concern.

- Contribute to the animation of the HR network of PU and CoE

Engineering Component

- Monitor all developments likely to affect the sector, companies or organization.

- Develop sectoral observation of employment and qualifications in order to anticipate their evolution

- Develop a shared approach within the network of companies in the definition of professional qualifications and for the process of awarding skills certifications.

- Develop support for companies in the acquisition, adaptation, evolution and evaluation of skills (HR consulting, GPEC, organization of training, skills certifications, ...

- Contribute to the definition of an employment-training policy and propose guidelines for training schemes so that they are more adapted to the needs of companies;

- Propose and ensure the implementation of management application in its field of intervention.

Communication Component

- Promote a communication on the employment-training policy and on the orientations or tools put in place to develop it;

- Promote the needs of the sector (professions, employment, skills, qualification, training) in relation to the network;

- Establish indicators for monitoring the systems put in place and analyze the impacts.

Achievement Component

- Monitor studies and collect information to monitor changing needs;

- Support and monitor the implementation of the employment-training policy within the network (companies and centers);

- Manage and monitor the professional qualification system set up in the network of companies;

- Contribute to the work of the APUA Scientific Committee;

- Chairs, animates and/or participates in various meetings and/or commissions within his/her field of activity.

Reporting

- Develops and transmits to the Director the quarterly and annual pedagogical report within the deadlines;

- Establish monthly activity reports;

- Present to the Steering Committee the pedagogical activity report.

- Participate in the update of the ANCEE catalogue

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Deliver training and advisory goals as set-out in the clear objectives, targets and KPI's defined by the ANCEE Director.

Candidate's profile:

The following minimum requirements must be met by the candidate appointed for the HR Expert-in employment skills

Level of education:

- BAC +5 level in Human Resources Management and/or Training Engineering, Training Engineering, Strategic Management, or any other related or equivalent degree to the position;

Experience Requirements:

- 10 years of experience in the field of human resources management or in the management of professional training, and/or the implementation of training devices and pedagogical engineering;
- Proven experience in the field of human resources management or training in industrial companies, and if possible in the electricity sector.
- Experience in leading or contributing to the implementation of employment-training policies.

Skills and core competencies required:

- Innovation in training and Mix-Learning
- Good analytical and strategic thinking skills;
- Good writing and effective communication skills;
- Broad open-mindedness, availability to work in a team, listening and dialogue skills, excellent interpersonal skills;
- Good physical condition with ability to move around the field;
- Have a good command of French and English languages (spoken and written).
- Have a good command of computer tools and an in-depth knowledge of the various common software and browsers (World, Excel, PowerPoint, management software, Explorer, Outlook, etc.).

Position location:

Physical, on-site position, job station in Abidjan (Cote d'Ivoire).

PROFILE 8: PROJECT ASSISTANT

Mission:

Placed under the authority of the Director ANCEE, the Project Assistant is :

Responsible for the execution of all administrative office automation activities, the management of the electronic and physical archiving system for all ANCEE digital and factual data and support for various administrative and programme support activities required by the coordination unit.

Responsibilities:

The project assistant is more specifically responsible for:

• ensure the management of project knowledge and the maintenance of documentation (system

information), lessons learned, and dissemination of functional information between

CoE;

• pay particular attention to the management of the database

Needs/Offers data, paying particular attention to keeping it up to date in support of the communications expert;

• organize the electronic archiving system, operate it and develop it, and

to contribute to the development of adapted solutions for the dissemination of

information from ANCEE.

• to collect and compile the summary information necessary to anticipate future

decisions of the PU;

• to support the monitoring of the development of training volumes carried out by the network,

and keep statistics;

• to edit the half-yearly calendar of Network activities based on the work plan annual prepared by the Director; to contribute to the technical preparation and logistics of meetings of ANCEE governance bodies;

• to support the conduct of surveys and the collection of data from stakeholders in the network, and

• carry out any additional secretarial and office support tasks assigned by the Director and other PU experts.

• Deliver programme assistance related goals as set-out in the clear objectives, targets and KPI's defined by the ANCEE Director

Candidate's profile:

The following minimum requirements must be met by the candidate appointed for the Project Assistant:

Level of education:

- Diploma in business administration or a related field

Experience Requirements:

- 3 years of experience including 2 years in a similar position (notably research, project or organizations);
- Prior experience in project management teams or administrative roles is highly valued;
- Experience in maintaining an archiving station or any training in this area will be a plus.

Skills and core competencies required:

- Have a good ability to work in a team and under pressure;
- Strong organizational skills, attention to detail and ensuring accuracy and thoroughness in all tasks is essential;
- Have a spirit of initiative and a sense of anticipation;
- The ability to prioritize tasks, meet deadlines, and adapt to changing priorities is essential;
- Be organized, rigorous and able to produce quality results on time;
- Integrity, objectivity, critical thinking, respect for confidentiality;
- Master the working language: French with the ability to work in the second language: English;
- Excellent written and verbal communication skills are needed to collaborate with team members and stakeholders;
- Have a good command of computer tools and an in-depth knowledge of the various common software and browsers (World, Excel, PowerPoint, management software, Explorer, Outlook, etc.).

Position location:

Physical, on-site position, job station in Abidjan (Cote d'Ivoire).