

<u>Job profile / Fiche de poste</u>	
<b>Position/Poste</b>	Administrator/Administrateur
<b>Contrat type/Type de contrat</b>	Permanent (Full time employment)
<b>Duty station/Lieu d'affectation</b>	Alliance Ethio-Française, Addis-Ababa
<b>Starting date/Date de prise de fonction</b>	As soon as possible/Dès que possible

<u>Job description / Description du poste</u>
---

**EN:** The Alliance Ethio-Française - AEF is looking for an Administrator who will be responsible for organizing the day-to-day administrative, legal and social activities of the Institution. Your missions will be to provide administrative support to the Director and employees and to coordinate all day-to-day administrative activities. The Administrator must be highly organized and able to multi-task without difficulty. Ultimately, he/she must be able to ensure that office procedures run smoothly.

**FR:** L'Alliance Ethio-Française - AEF recherche un(e) administrateur(trice) qui sera chargé(e) d'organiser les activités administratives, juridiques et sociales quotidiennes de l'institution. Vos missions seront de fournir un soutien administratif au Directeur et aux employés et de coordonner toutes les activités administratives quotidiennes. L'administrateur(trice) doit être très organisé(e) et capable de mener plusieurs tâches de front sans difficulté. Idéalement, il/elle doit être capable d'assurer le bon déroulement des procédures administratives.

<u>Reporting / Hiérarchie</u>
-------------------------------

**EN :** The Administrator reports directly to the General Director and work closely with the Head of Finance and the Deputy Director.

**FR :** L'administrateur(trice) est sous l'autorité directe du Directeur général et travaille en étroite collaboration avec le Responsable financier et le Directeur-adjoint.

<u>Responsibilities and duties / Missions et tâches</u>
---

- He/she ensures that decisions taken by the Director and Board of Comity are implemented and coordinates the departments for which he is responsible;
- He/she participates in most of the AEFs' governance meetings and organizes them;
- Manage internal databases;
- Prepare, present and submit regular reports;
- Help supervise and draw up the budget in accordance with the Director and the Finance Manager;
- He/she is the Human Resource Manager and will be responsible for the recruitment process of employees;
- Ensure compliance with social obligations and current legislation for locally recruited employees (approx. 100 employees);
- Maintain employee records (physical and digital);

- Manage departments that are under the administration section and handle requests from managers and employees;
- He/she will supervise all purchases for all departments;
- Ensures compliance with legislation, provide a legal watch as requested by the Management by working closely with the Institution' lawyer in regards to any local legal aspect needed for the smooth running of AEF;
- Update office policies and ensure compliance with local legislation;
- Maintain filing system for customer and external partner data;
- Organize, store and print company documents as required;
- Order office supplies when requested by departments;
- Identify the operations required to preserve the buildings and issue a call for tenders from various service providers;
- Monitor construction sites, communicate with contractors, supervise work with the support of the Maintenance Manager, the architect if necessary;
- Safeguard the facility's fixed and non-fixed assets and properties;
- Apply for work permits and building permits;

**Experience - Working conditions – Others / Expérience – Conditions de travail – Divers**

**Skills/Attributes required:**

- A good understanding of accounting systems and processes
- Demonstrate rigor and organizational skills
- Be flexible, pragmatic, highly organized and attention to detail
- Negotiation skills
- Ability to communicate with a variety of audiences
- Ability to analyze and propose solutions to problems at various levels
- Team management skills
- Demonstrate a high degree of availability to deal with a wide range of different different audiences,
- Excellent verbal and written English communication skills
- Time and schedule sensitive
- Mastery of all MS Office packs including Excel and Outlook
- Experience working with Western companies (preferred)
- Discipline and loyalty
- Strong adaptation capacity
- Initiative, autonomy and authority
- Stress resistance and patience

**Required Qualifications and Experience:**

- ✓ A Masters in Management or a related field is mandatory / Une maîtrise en gestion ou dans un domaine connexe est obligatoire ;
- ✓ At least Seven years of progressively responsible professional experience in Management and or Administration, preferably in an international environment (NGO or Company) / Un minimum de sept ans d'expérience professionnelle, à des niveaux de responsabilité de plus en plus élevés, dans le domaine de la gestion et/ou de l'administration, de préférence dans un environnement international (ONG ou entreprise) ;

**Languages :**

- ✓ Fluency in English (written and spoken) is a must
- ✓ Fluency in Amharic (written and spoken) is a must
- ✓ An advanced B2 level in French (written and spoken) is a must

**Remuneration:**

The remuneration will be negotiable according to the candidate's qualification and experience. The candidate will also benefit from a monthly telephony allowance and a medical coverage including spouse and 2 children.

**How to apply:**

Interested and qualified candidates are invited to submit their application with an updated curriculum vitae (CV) and a cover letter by e-mail only, to the 2 e-mail addresses below:

[aef@allianceaddis.org](mailto:aef@allianceaddis.org) and [administrateur@allianceaddis.org](mailto:administrateur@allianceaddis.org)

**Please note that only shortlisted candidates will be contacted for an interview.**