

## Job Description: French-Speaking Administrator

**\*\*Job Title\*\***: Administrator

**\*\*Place of work\*\***: Alliance Ethio -Française of Addis Ababa

**\*\*Superior\*\***: Director of the Alliance Française

**\*\*Type of contract\*\***: CDD/CDI, full time

### Main mission:

The administrator is responsible for the administrative, logistical, and human resources management of the Alliance Française. He ensures the proper functioning of the institution, by ensuring the compliance of internal processes and by working closely with the director and the financial manager. The administrator also manages the relationship with our bank located in France.

### Responsibilities and Tasks :

1. 1. **\*\*Administrative management\*\***:

- Ensure the daily administrative management of the Alliance Française, including contract management, file monitoring, and document archiving.
- Guarantee compliance with local and French regulations regarding employment, safety and taxation.
- Manage the relationship with the French Embassy on the administrative and legal level
- **Ensuring smooth relations with local government agencies such as ACSO**
- Prepare and submit administrative reports required by the Alliance Ethio -Française committee, the French ministry, the French Embassy in Ethiopia and local authorities, in collaboration with the director and under the supervision of the financial manager.

2. 2. **\*\*Financial management supervision\*\***:

- Collaborate with the financial manager, who ensures the entire financial management, in the monitoring of expenses and income.
- Ensure the compliant application of the financial directives of the institution under the direct supervision of the financial manager. - Ensure the relationship and communication with the bank located in France for all international financial operations.

3. 3. **\*\*Human Resources Management\* \***:

- Supervise administrative, educational and technical teams (recruitment, training, performance monitoring) in conjunction with the director.
- Manage contractual, administrative and logistical aspects related to human resources, including employment contracts, salaries and leave.

- Promote a positive work environment, manage conflicts if necessary, and ensure the well-being of teams.

4. **Logistics management**:

- Supervise the maintenance and upkeep of premises and equipment (classrooms, auditorium, exhibition spaces).
- Plan and coordinate logistical and technical interventions for events in relation to the cultural department
- Manage the inventory and orders of equipment and supplies necessary for the proper functioning of the Alliance Française.

5. **Coordination with internal services**:

- Collaborate with the communications department to ensure the visibility of the administrative and logistical actions of the Alliance Française.
- Provide organizational support to the director and the various departments.

**Profile sought:**

- **Education**: University degree in management, administration, or equivalent.
- **Experience**: Minimum 5 years of experience in administrative and human resources management, ideally in a cultural or educational organization. - **Languages**: Bilingual Amharic and fluent in French (minimum C1 level) and English;
- **Technical skills**:
  - Good command of office tools and management software. - Knowledge of local labor regulations and administrative processes.
  - **Personal qualities**: - Rigor, organization, responsiveness, sense of responsibility. - Ability to communicate and work in a team in a multicultural environment. - Sense of diplomacy and human management.

**Working conditions:**

- **Remuneration**: According to profile and experience, based on the Alliance Française salary scale.
- **Benefits**: Social security, continuing education opportunities, flexible hours depending on needs.

**Candidacy :**

Send CV and cover letter in French to the attention of Mohamed Beldjoudi, Director of the Alliance Ethio -Française in Addis Ababa, at the following address: