



Ushirika wa Maendeleo ya Elimu Barani Afrika
الرابطة لأجل تطوير التربية في إفريقيا
Association for the Development of Education in Africa
Association pour le développement de l'éducation en Afrique
Associação para o Desenvolvimento da Educação em África



CALL FOR APPLICATIONS

Programme Coordinator (Consultant), ADEA

Deadline for submissions is February 20th at midnight (12:00 am) GMT to the following address: adea-applications@afdb.org. The subject of the e-mail should be “Programme Coordinator”.

Introduction

The Association for the Development of Education in Africa (ADEA) is a pan-African body with a critical voice of education in Africa as a major platform for policy dialogue on education. ADEA is hosted by the African Development Bank in Abidjan, Côte d'Ivoire. Its vision is “a high-quality education and training system for accelerated sustainable development of Africa.” ADEA’s mission therefore is to “Serve as an open and flexible pan-African organization that informs and facilitates the transformation of education and training systems for resilience, human capital development, and youth empowerment in Africa.” Acting as a catalyst in promoting innovative policies and practices through the pooling of ideas, experiences, learning and knowledge, ADEA’s overall goal is to contribute to empowering African countries to transform schooling to meaningful learning by leveraging its globally connected partnerships, a well-equipped and skilled Secretariat, and country led Inter-Country Quality Nodes (ICQNs).

In pursuit of the goal above, ADEA seeks to recruit a Programme Coordinator. The overall mandate of the person holding this consultant position will be to support the Senior Programs Officer in following up the day-to-day implementation of activities under the different projects at the Secretariat and liaising with the coordinators and project officers at the Inter-Country Quality Nodes (ICQNs). The Programme Coordinator will be reporting to the ADEA Senior Programs Officer at the programme level and to the ADEA Executive Secretary at the strategic level.

Duties and Responsibilities

Under the general supervision of the ADEA Senior Programs Officer, the Programme Coordinator will be responsible for the following:

- Follow-up and support the day-to-day work of the project leads at the Secretariat and ICQNs (Early Childhood Development, Teaching and Learning, Higher Education and Scientific Research, Mathematics and Science Education, Technical and Vocational Skills Development, Secondary Education, and Peace Education).
- Submit regular status reports and provide regular updates to the Senior Programs Officer on ongoing project work at the Secretariat and with the ICQNs.
- Collaborate with the ICQNs and the Secretariat to produce timely integrated periodical performance reports.



- Support the improvement of the M&E, communication, and knowledge management processes within ADEA.
- Draft summary news-worthy information from the ongoing projects for review by the Senior Programs Officer and for sharing with the Senior Knowledge Management Officer, M&E Officer and Communications Expert for publication and dissemination.
- Support the planning and organization of high-level ADEA events.
- Support the preparation of Secretariat and ICQN staff for effective contribution in ADEA- and partner-organized events.
- Contribute to a good working environment and team spirit in ADEA for effective and efficient program implementation.

Candidate's Profile

The Programme Coordinator will be employed for a period of one year, with a further renewal of one year depending on satisfactory performance, results and availability of resources. He or she is expected to possess the following qualifications and experience:

- A minimum of a master's degree in education or a development-related field, such as social sciences, or development studies. Candidates must have at least five to seven years of full-time experience in education development, preferably within a Ministry of Education, development agency, international NGO, or multilateral institution, with a strong focus on project management.
- Strong programme coordination and project management experience, demonstrable organizational skills, ability to multi-task and work under pressure and heavy workload.
- Self-directed and excellent verbal and written communication skills.
- Strong and proven research and analytical skills, and ability to distill relevant information from different data sources and produce reports that are accurate, logical, and intelligible.
- Ability to collaborate with teams across functional units and disciplinary boundaries to achieve results in the best interest of ADEA.
- Systematic and methodical work habits, trustworthiness, independence and resourcefulness, and multi-cultural sensitivity and commitment to diversity and inclusion.
- Fluent in English or French and a good working knowledge of the other.
- Proven experience in the use of modern technology, including Microsoft Office software packages (i.e. Word, Excel, PowerPoint, etc.).

Submission of applications

*Applications must be sent to adea-applications@afdb.org no later than February 20th at midnight (12:00 am) GMT. The subject of the e-mail should be “**Programme Coordinator**”.*

Due to the high volume of applications, only selected candidates will be contacted through a formal email correspondence. Do not contact ADEA or its staff members about the status of your application.