

HEAD OF MANAGEMENT AND ADMINISTRATION, ETHIOPIA

Organization: Global Green Growth Institute (GGGI)

Post Date: 5 March 2014

Assignment: Fulltime Employment

Location: Addis Ababa, Ethiopia

Position number: GGGI-HR_14-109

Closing Date: 26 March 2014

INTRODUCTION

The [Global Green Growth Institute \(GGGI\)](#) is an international organization dedicated to green growth. Headquartered in Seoul, it is a new, hybrid international organization – interdisciplinary, multistakeholder and driven by the priorities of emerging and developing economies – established by an initial group of eighteen governments pursuant to a treaty signed at the United Nations Rio+20 Conference in June 2012.

GGGI is dedicated to helping governments and industry pioneer and diffuse a new model of economic growth, green growth, that integrates ambitions for strong economic and environmental performance to achieve poverty reduction, job creation and social inclusion, as well as climate change mitigation and adaptation, addressing biodiversity loss and resource security. GGGI's approach is particularly suited to developing countries as we believe growth is an essential ingredient in economic and human development.

GGGI's theory of change leads it to focus on three major outcomes: (1) adoption and implementation of rigorous green growth plans based on strong analytics that form the core of national and provincial economic development strategies in emerging and developing economies; (2) research which builds a strong theoretical and empirical basis for green growth, while providing concrete options and guidance for policymakers; and (3) public-private partnerships that enable the scaling of resource-efficient investment, innovation and practice in key industry sectors as well as the engagement of companies in the implementation of national and subnational green growth plans.

JOB DESCRIPTION

Program management [40% of role]. The postholder will be responsible for overseeing the program management of the Ethiopia country program which will include:

- a. **Finance.** The postholder will be responsible for the financial management of the GGGI Ethiopia budget (currently around \$4 million a year). This will involve the forecasting, tracking and reporting of all expenditure to both GGGI HQ and to relevant donors. Further, the postholder will be responsible for overseeing GGGI Ethiopia's office cash management system for purchases in country. The postholder will also have to work closely with GGGI Ethiopia's Results and Knowledge Management Advisor when compiling quarterly and annual progress reports for Seoul HQ.
- b. **Procurement & contracting.** The postholder will be responsible for ensuring that GGGI Ethiopia complies with all procurement regulations. They will act as a liaison with the procurement team in Seoul and ensure that contracts are effectively and appropriately managed.
- c. **Monitoring, evaluation & reporting.** The postholder will be responsible to ensure that GGGI Ethiopia provides timely reports to donors and fulfill all corporate reporting requirements. They will be required to work closely with the Results Adviser to ensure that the M&E contract is aligned with corporate M&E priorities.

Office management [40% of role]. The postholder will be responsible for the office management of the Ethiopia office, this will include:

- d. **Human resources.** The postholder will be responsible to oversee all HR related areas, ensuring smooth day to day engagement with Seoul HQ, the recruitment of any new staff, issues related to performance management, payroll and leave.

- e. **Communications.** Working with the Country Representative, the postholder will be responsible for overseeing our communications activities and ensuring that the program is being communicated effectively with stakeholders.
 - f. **Operations.** The postholder will be responsible to oversee GGGI's operations in country, this includes the management of the office space, transport solutions, staff relocation to Ethiopia.
 - g. **Events & visits.** The postholder will oversee events and visits within the team. This includes visits by officials to Ethiopia and major functions and events such as a program launch. This also includes facilitating the visits of our Ethiopian counterpart to GGGI sponsored events globally such as the GGGI Council.
 - h. **Protocol.** The postholder will be responsible for ensuring that GGGI Ethiopia has the appropriate legal status and complies with all local laws and obligations. This includes compliance with tax law. In addition, the postholder will need to ensure that all staff have the appropriate visas and work permits.
 - i. **Health, safety & security.** The postholder will be responsible for overseeing the health, safety and security policy for the office. This includes maintenance of the emergency evacuation and business continuity plans. The postholder will be responsible for setting and implementing security arrangements.
 - j. **Information technology & connectivity.** The postholder will be responsible for ensuring that GGGI Ethiopia has the necessary access to IT and connectivity systems including internet, telephones, laptops, scanners and printers.
- Support regional project management [20% of role].** The postholder will provide an anchor point for all the administration across GGGI's Sub Saharan Africa programs, currently in Rwanda, South Africa, Ethiopia and the East African Community (Kenya). The postholder will work with the respective leads on management and administration in those programs and liaise directly with the Director of Sub Saharan Africa on any issues that need to be resolved and ensure consistent and timely reporting of financial and progress reports.

QUALIFICATION

Education: Masters degree in a relevant field (economics, development, geography)

Experience: Minimum of five years relevant experience.

Language: Fluency in English essential

General skills

- a. **Delivery & results.** The postholder should have excellent project management and coordination skills. This should include extensive experience in budget management, finance systems and tracking spending. In addition, the postholder should have solid experience in monitoring and evaluation, risk management and a proven record for delivering complex processes. Finally, the postholder should have experience in leading teams and managing several work streams simultaneously.
- b. **Influencing.** The postholder will need to maintain effective contacts across GGGI's global teams. They will need exceptional relationship building skills. Experience of working in a developing country, ideally in Ethiopia, is useful.
- c. **Leadership.** The postholder must have extremely strong leadership skills. They should be able to demonstrate an ability to deliver despite logistical and bureaucratic obstacles. The postholder will need to be flexible and able to adjust their leadership style to the task, with an ability to deploy forward, along-side and behind leadership styles when necessary.
- d. **Strategic thinking & problem solving.** The postholder should be able to think strategically, identifying the long-term needs of the program and responding to these proactively. They need to be solutions-focused and be able to use their initiative to identify creative solutions to problems. The program presents a challenging working environment, and the postholder must be able to adapt to changing requirements while remaining focused on delivery.

Specialist knowledge

- e. **Programme administration.** The postholder should have excellent project management and coordination skills. This should include extensive experience in budget management, finance systems and tracking spending. In addition, the postholder should have solid experience in monitoring and evaluation, risk management and a proven record for delivering complex processes. Finally, the postholder should have experience in leading teams and managing several work streams simultaneously.
- f. **Office management.** The postholder should have experience in managing an office, including cash management and logistical operations. The postholder will be responsible for overseeing the health,

safety and security policy of the office including evacuation, emergency response plan and business continuity planning. The postholder will also be responsible for ensuring that all protocol issues are addressed including the legal status of the office and staff. Finally, the postholder will be responsible for IT support services within the office.

DETAILS

- Position is based in Ethiopia
- Interested candidates should apply to: recruiting@gggi.org
- Please submit CV and Cover Letter in English. (should be merged into one file)
- Including the position number in subject line is a MUST.
- GGGI will only contact candidates with whom GGGI wants to have further discussion



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