

Terms of Reference

Position Information

Job Title: Senior Administration and Finances Manager (International)

Duty Station: Addis Ababa, ETHIOPIA

Reports to: ECES' Co-Founder and Executive Director, Head of the Administration and Finance Unit (ECES HQ), ECES Country Representative and Project Coordinator

Duration: 23 months

Period: October 2020 to August 2022

Organizational Context

The **European Centre for Electoral Support (ECES)** is a non-profit private foundation headquartered in Brussels a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favor of **all electoral stakeholders**, including electoral management bodies, civil society organizations dealing with civic & voter education and election observation, political parties and parliaments dealing with electoral reforms, media, security forces and legal institutions dealing to electoral dispute resolutions.

Since February 2012, ECES has signed **over 70 contracts** in support of transparent, credible and cost-effective electoral processes and the strengthening of democratic institutions **in more than 35 countries mainly, but not only, in Africa and Middle East**. In addition to that, the founders and personnel of ECES have acquired extensive field experience and, taken together, ECES can count on a specific knowledge and a well-established network in **over 70 countries** around the world. **The EU is by far the largest ECES' donor**, however the organization has also signed contracts and partnered with many other organisations.

Project's context

The EU in Ethiopia is funding a long-term support strategy within the framework of democratic development and support to good governance. Actions in support of democratisation and respect for human rights, including the right to participate in the establishment of governments through free and fair elections, can make a major contribution to peace, security and the prevention of conflicts. The project will be implemented along the lines of a specific and copyrighted approach developed by ECES entitled the European Response on Electoral Cycle Support (EURECS) – which is also the title of the first project. This project is fully funded by the EU through the European Development Fund (EDF).

The EURECS project, fully funded by the European Development Fund (EDF), seeks to strengthen the National Electoral Board of Ethiopia (NEBE) in order to raise the profile of an independent, credible and effective institution that will deliver inclusive and democratic electoral processes in Ethiopia. The action seeks to contribute to enhance the transparency, credibility and public confidence in the NEBE, as well as in the electoral process recognizing the high expectations on the 2020 elections as the starting point for a paradigm shift in the conduct of elections in the country. The action of the EURECS in Ethiopia is built around the three main result areas as follows:

- NEBE's leadership and strategic management capacity is improved and it's perceived by the citizens as an independent institution;
- NEBE's core institutional capacities are reinforced and it is able to conduct a credible electoral process;
- The Liaison between NEBE and external groups are strengthened and the electoral process is more inclusive.

The EU is also funding another project - PEV-Ethiopia, which aims at preventing, mitigating and managing conflicts that may arise during the electoral cycle by assisting non-state actors in addressing root causes of election related violence and conflict. It concentrates on capacitating nonstate actors to contribute to a peaceful electoral process by reinforcing civil society, media and the judiciary with conflict prevention and management tools and skills. The action of the PEV-Ethiopia is built around seven interconnected result areas. These are:

- Production and dissemination of base-line data, with policy relevance;
- Establish an NSA Coalition and capacitating the coalition, and a wider span of NSAs, in
- Election Observation and civic/voter information;
- Skills enhancement in leadership and conflict management, media monitoring and
- journalist capacity building essentially but not only for the NSA coalition;
- NSA-led election conflict prevention, mitigation and management activities spanning from
- grassroots conflict coordinators to an informal, flexible mediation group of elders;
- Capitalising on existing Early Warning structures and capacitate with electoral conflict
- prevention capacities, while establishing a distinct election conflict Early Warning by merging
- into what already exists and fill the gaps;
- NSA-led Election Situation room;
- Civic and voter education outreach and NSA-led dialogue with traditional structures exploring the role of youth in pro-peace messaging.

The two projects are implemented by the European Centre for Electoral Support (ECES) in partnership with Ethiopia-based Forum of Federations and GoInnovation. The activities of the PEV-Ethiopia are extended over the amount of 18 months (June 2019 – December 2020), and the EURECS activities will start and end within 36-month time-frame (October 2019 – September 2022) in view to leave behind durable tools and capacities for long-term sustainability in the country of Ethiopia.

Functions / Key Results Expected

Under the supervision of ECES' Co-Founder and Executive Director, Head of the Administration and Finance Unit (ECES HQ), ECES Country Representative and Project Coordinator, the Senior Finances and Administration Manager will have the following specific responsibilities and will provide the following deliverables to EURECS and PEV-Ethiopia projects:

- To ensure that the EURECS and PEV-Ethiopia Projects' Standard Operating Procedures are adequately implemented throughout the project's life-span;
- To ensure that adequate financial controls are implemented to maintain propriety and proper accountability;
- To ensure the daily update of project financial books through the accounting software in use (Winbook);
- To follow up on the budget balances and financial commitments;
- To ensure the financial transactions are properly recorded; have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements;
- To monitor expenditure through the use of a computer-based monitoring system;
- To check budget lines to ensure that all transactions are booked to the correct budget lines;
- To supervise the preparation of the activities' projections;
- To supervise the internal financial audit and expenditure verification control;
- To supervise the preparation of external financial audits;
- To supervise the preparation of financial documents/reports;
- To supervise the Project staff's contracts and HR matters;

<ul style="list-style-type: none"> • To supervise and implement all other working tasks deemed necessary by the Head of Administration and Finance Unit (ECES HQ) or the Project Coordinator; • To produce Financial Reports every month submitted latest by the 10th of the following month. 	
VALUES	
<ul style="list-style-type: none"> • Promotes the vision, mission and strategic goals of ECES; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Demonstrates integrity by modelling ECES' values and ethical standards. 	
Recruitment Qualifications	
Education:	Higher degree in management, economics, business administration, organizational management or related fields.
Experience:	<ul style="list-style-type: none"> • Minimum of 15 years of professional working experience; • Prior working experience within international/not for profit organisations and experience of working with EU funded projects is an added advantage; • Special interest in good governance and election related field; Knowledge of the electoral cycle approach, election observation/electoral assistance is a must. • Good negotiation and project management skills; • Ability to prioritize work, multi-task and meet deadlines; • Sound analytical judgment; • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong planning, communication and writing skills; • Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; • Excellent computer literacy (Winbook, Excel); • Ability to perform effectively under high pressure, hardship conditions and long working hours; • Capacity to handle with diplomacy
Language Requirements:	Excellent working level of English in both writing and speaking.