

JOB OPPORTUNITY: ADMINISTRATIVE OFFICER

BACKGROUND

The Africa Coalition for Academic Freedom (ACAF) seeks to recruit an Administrative Officer (AO) to manage its operations at its headquarters in Accra, Ghana. This position is full time.

ACAF, with initial support from, and affiliated with the, Scholars at Risk Network (SAR), is dedicated to promoting, protecting and ensuring respect for academic freedom in African higher education institutions through collaboration with like-minded individuals and institutions to monitor and report violations, engage in capacity-building and offer support to at-risk African scholars, among others. ACAF is hosted by the Centre for Democratic Development (CDD-Ghana).

TERMS OF REFERENCE

Title of Position	Administrative Officer
Location	Accra, Ghana
Duration	2 years (renewable subject to availability of funds)
Application Closing Date	8 August 2024
Start Date	10 September 2024

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Regional Director (RD), the AO shall perform the following duties and undertake the following responsibilities:

- Coordinate administrative and logistical details related to the day-to-day operations and the management of ACAF offices, activities and the RD's calendars and appointments;
- Review, edit and write executive documentation, letters, memoranda, interoffice communications, confidential reports and other correspondence for approval by the RD;
- Perform all travel coordination related to ACAF projects;
- Assist with the performance of various office management duties, which may vary from complex and/or confidential to include personnel files, agendas, travel advance, expenses, assistance with special event coordination.
- Assist with and facilitate in the timely responses to requests from ACAF partners in Africa and beyond;
- Coordinate information updates, and upload information as needed to SharePoint and other sites;
- Prepare and/or maintain a desktop reference continuity document of duties and responsibilities;
- Support supplies and equipment orders and distribution for the office;
- Support planning meetings and other events and prepare meeting materials prior to scheduled events, including meeting agendas, name tents, roster updates, handouts, among others and support the execution of actual meetings;
- Assist with desktop research and synthesis of literature and grey materials related to ACAF;
- Act as the point of contact for internal and external clients; and
- Undertake any other duties assigned by the RD.

QUALIFICATIONS

- Post-graduate degree in any Social Science field
- At least two years of work experience within a higher education space or an organisation dedicated to working on issues relating to higher education, academic freedom, human rights, democracy, civil society activism, in any part of Africa.

DESIRED WORK EXPERIENCE

- Familiarity with the public and private sector stakeholders within the higher education space in any part of Africa;
- Experience working in a team to implement programmes involving different stakeholders across different parts of Africa;
- Experience engaging international organisations, higher education institutions, ministries, departments and agencies of the government of Ghana and civil society organizations (both local and international); and
- Knowhow to ensure the efficient and smooth day-to-day operation of the office.

LANGUAGES

- Fluency in written and spoken English is required;
- Knowledge in French and or any other AU language is desirable.

COMPETENCIES

- Demonstrates integrity with good values and ethical standards;
- Excellent interpersonal, diplomacy and persuasion skills, including the ability to establish strong cooperative relationships with senior government officials, stakeholders in the higher education environment and development partners;
- High-level planning, organizational, and time management skills, including flexibility, mindfulness, and ability to work under pressure to meet deadlines;
- High computer literacy (in particular, word processing, excel and presentation software);
- High order analytical and critical thinking skills, including the ability to formulate recommendations and advise RD in tackling challenging situations;
- Leadership qualities, including the ability to make sound judgement, meet challenges constructively and creatively;
- Ability to quickly adapt to change and to operate in a fast-paced environment;
- Strong ability to work independently, including the ability to multitask, prioritise competing tasks, and manage time effectively; and
- Strong organization skills with a problem-solving attitude.
- Finance literacy, financial management and financial accounting skills; and
- General knowledge of human resource management skills;
- Availability and openness to travel; and
- Ability to work in multicultural environments.

REMUNERATION

Attractive and commensurate with experience and qualification.

APPLICATION

- To apply for this position, please send your detailed application to applicationacaf24@gmail.com Please include the position title in the subject line.
- Application package should consist of one-page cover letter stating your interest in the role and highlighting your relevant experience(s) to the role, recent CV, and two reference letters.
- This job description only serves as a guide for the available position.
- ACAF reserves the right to change, revise, omit, and add in part/in whole, to this document.
- Qualified women are encouraged to apply.
- Only complete applications will be reviewed.
- Only short-listed candidates will be contacted.