

## Gender and Adolescence: Global Evidence (GAGE)

### Ethiopia Qualitative Finance and Project Administrator

We are looking for an experienced Finance and Project Administrator to join the Gender and Adolescence: Global Evidence (GAGE) Ethiopia Qualitative (Qual) team. The role will support the GAGE Ethiopia Qual team and Research Uptake, Impact Coordinator (RUIC) based in Ethiopia with financial, project management and event based administrative tasks. Quest Research, Training and Consultancy PLC- a GAGE Qualitative Research Partner, will employ the post holder on behalf of GAGE.

GAGE is a £26.4 million 9-year DFID funded programme designed to provide decision makers with an evidence base to make informed policy and programming decisions that can improve development outcomes for adolescent girls in developing countries. This includes areas of reducing child, early and forced marriage, violence against women and girls; improved health, education and improved economic empowerment. The GAGE Programme Office is based at ODI in London. In Ethiopia, the GAGE Programme has a partnership agreement with Quest Research, Training and Consultancy to run and coordinate the qualitative component of the programme.

#### Main Duties and Responsibilities

##### Financial and Project monitoring:

- Organise fieldwork schedules and track fieldwork activities
- Support the facilitation of field work including but not limited to- arranging field work logistics and organising interviews in discussion with field facilitators and researchers
- Track expenses and collect receipts for fieldwork
- Organise payments for field work to respondents, field facilitators and expenses for field researchers
- Submit fee invoices and expenses claims to ODI following DFID procedures
- Liaise with GAGE project partners and subcontractors on fieldwork activities and schedules
- Provide regular financial updates to the Ethiopia RUIC (who is also the Qualitative Research Lead)

##### Event Support:

- Support with organising meetings and events, including regional and national events: activities will include finding and booking venues, arranging facilities, inviting and liaising with participants and tracking attendance
- Preparing and formatting presentations
- Supporting at events- including taking notes and gathering content for social media

#### Research Uptake and Impact Coordinator Support:

- Provide administrative support to the GAGE Ethiopia RUIC
- Manage the RUIC's meetings with key stakeholders- including setting up appointments, preparing the relevant presentations and materials and taking and sharing meeting notes and actions
- When necessary, provide out of office support for the RUIC when they conduct fieldwork for GAGE

#### General Administration:

- Organise internal and external meetings for the GAGE Ethiopia Qual team and the RUIC
- Provide office support
- Undertake document and file management (for example, in the GAGE SharePoint and Box systems)
- Conduct inventory of research equipment and report to the RUIC and Qual Research Lead
- Work with the Qual Research Lead and Data Manager in identifying and purchasing necessary office equipment and instruments for the field work
- Minute taking and writing
- Any other ad hoc tasks which might be required by the team

#### Communication and knowledge management:

- Develop presentations and other materials for meetings and workshops
- Provide capacity building sessions on GAGE related software and policies, e.g. Box, MAXQDA, Mendeley, GAGE policies

#### Team Coordination:

- Participate in and support the organisation of the GAGE Ethiopia Qual team
- Keep updated records of team travel and work arrangements and ensure good intra-group communication
- Liaise on behalf of the team with other parts of the GAGE programme (e.g. GAGE Programme Office in London)

#### Research support:

- Support, as needed, in undertaking research tasks and participate in events as a member of a team, subject to other duties and with the agreement of the RUIC

## Person specification

### Essential

#### Knowledge and Qualifications

- Education to degree level, preferably in accounting and/or business management
- High level of literacy and numeracy

- Certified in Sage 50 (formerly Peachtree) accounting
- Interest in international development and gender issues
- Interest in finance and project management

### Experience

- Financial and budget monitoring experience
- Administration experience
- Project management experience
- Experience of meeting and event organisation and delivery
- Experience of using Sage 50 (formerly Peachtree) accounting software

### Skills/Abilities

- Fluent in Amharic, Afan Oromo and English
- Strong organisational skills and self-motivation
- Advanced IT skills to include excel, PowerPoint, Word, databases,
- Ability to learn to use new software quickly, especially Mendeley, MAXQDA
- Good data management skills
- Good writing and proof-reading skills
- Strong multitasking capabilities
- Ability to work under pressure and to strict deadlines
- Experience and strengths in fieldwork coordination
- Excellent attention to detail
- Strong communication skills

### Desirable

- Willingness to travel
- Experience of working on international development and gender issues

### Terms of Employment

#### Salary:

Salary and benefits negotiable on appointment.

#### Closing date:

Please see job advert.

Interview date: TBC

Queries:

For more information, please email [gage@odi.org.uk](mailto:gage@odi.org.uk) with the subject line 'GAGE Ethiopia Finance and Project Administrator'.

*Gender and Adolescence: Global Evidence (GAGE) is a nine-year longitudinal research programme building knowledge on good-practice programmes and policies that support adolescent girls in the Global South to reach their full potential.*

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