

VACANCY ANNOUNCEMENT

Position: Administrative and Finance Manager

Background:

Ethiopia's National Electrification Program (2019) sets forth ambitious plans for universal access to electricity by 2025, with an expected 35 percent of new connections to involve off-grid technology. Mini grids and private sector, including cooperatives, are major planned elements for realizing these ambitions. **The National Child Mini-grid Project of Ethiopia under the GEF Africa Mini grids Program** seeks to support the implementation of the National Electrification Program of Ethiopia which is an ambitious plan focused on bringing the reliable power system resilient to and demands with upgraded infrastructure in Ethiopia, while also achieving global greenhouse gas (GHG) emissions reductions.

The Africa Mini-grid Program currently implemented in 21 African countries is a country-led technical assistance program for mini grids whose objective is to support access to clean energy by increasing the financial viability, and promoting scaled-up commercial investment through deploying renewable energy mini grids in Africa, with a focus on cost-reduction levers and innovative business models. It is complemented by a 'regional platform' acting as the advocacy, coordination and knowledge management hub for the program. The AMP will achieve these ends through targeted interventions, which are common to all of the national projects of the AMP, in policy and regulations to support the roll-out of mini grids, advancement of cooperative-led delivery models, scaled-up financing with de-risking, and digital and data management to ensure cost effective delivery of electricity services.

Building upon extensive recent and ongoing work that MoWE and other development partners have already been carrying out, the **National Child Mini-grid Project of Ethiopia** under the AMP will improve the financial viability and reduce the investment risk of solar PV mini grids. This will be done through enhancing mini grid revenues, reducing costs, and raising the efficiency and competence of the local mini grid market. Financial sustainability and revenue enhancement will take place from project's support for productive use, benefitting both mini grid developers and the citizen entrepreneurs (especially women) whose business prospects and livelihoods will be improved as a result of electricity access, access to finance and capacity building through the Project.

Job Summary:

The AFM is responsible for the administrative and financial tasks of the project. He/she will assist the Project Manager to ensure that the office is managed effectively and according to the GEF (Global Environment Facility) and UNDP regulations, especially from an administrative and financial point of view.

Duties and Responsibilities:

- **Admin and accountancy:** s/he will be responsible for all aspects relating to finance, including budgetary and accounting elements, as well as the mission cash flow. S/he will be responsible for: registration of expenditures in the accountancy system; cash counts; cash and bank reconciliation on a daily basis; payment of salaries to local staff; payment of service providers; procurement; diligent preparation and filing of hard copies and digital copies of admin documents; preparation of financial reports according to **UNDP** guidelines; preparation of fund requests to HQ; preparation of monthly reports for the Project Manager about the financial status of the project and expenditure forecast when requested.
- **Logistics:** S/he will manage the project assets inventory; s/he will monitor all contracts (travel insurance, office insurance, office lease contract etc.) and s/he will supervise the maintenance of furniture, equipment, and vehicles. S/he will organize and supervise customs clearance and shipments when the need arises. Finally, s/he will support the logistics of special events e.g. seminars, workshops, and retreats.
- **Human Resources Management:** S/he will be responsible for the administrative management of the local team (extension/termination of contracts), for the definition/updating of procedures and HR management tools in accordance with labor regulations in Ethiopia and the HR policies MoWE

(Ministry of Water and Energy. S/he will also support the local teams to guarantee follow-up checklists of GEF and UNDP Ethiopia documents needed for the missions of international staff.

- **Administrative and legal management:** S/he will supervise administrative records and guarantee that the status and functioning of the project are in legal accordance with the requirements of the Ethiopia. S/he will be the referent person for the governmental audits.
- **Representation:** S/he will represent the project in its relations with partners and authorities with regard to the financial and administrative management of the project.
- **Coordination:** S/he will centralize and diffuse information within the project, MoWE and other project stakeholders and to UNDP office in Addis Ababa for all financial, administrative, legal and human resources aspects of the project, and consolidate the internal and external reporting for these domains.

Job Requirements:

Educational Qualification

- Master's Degree or Bachelor degree in Finance, accounting, Business Administration and related fields

Relevant Work Experience

- Total 8/10 years work experience and at least 3/5 years proven work experience as administration & finance manager or similar.

Other Requirements

- Practical experience with accounting software (such as Quick books), spreadsheets (such as MS Excel), and databases (such as MS Access).
- Able to quickly learn and adapt to new software and processes
- A solid understanding of bookkeeping procedures including crediting and debiting appropriate accounts, posting entries to ledger accounts, and reconciling accounts.
- Effective written and verbal communication skills
- Works well in a team environment
- High level of critical thinking and logical analysis
- Good organizational and time management skills
- Able to work well under pressure and meet all deadlines
- Always keeps the highest standards of compliance and confidentiality

No. of position: - One

Salary:- Negotiable

Duration: One Year and the contract will be renewed every year based on evaluation of performance.

Job Type: Contract

Place of work:- Addis Ababa with field trips to Regions & Towns.

Address for application: Interested applicants fulfilling the above requirements are invited to submit their applications with non-returnable CV, Educational testimony, Work experience and any other relevant Documents by mail or in person to the Ministry of Water & Energy Head office Competency and Human Resource Administration Executive, ground floor Room No. 06 located 22, beside Capital Hotel & Spa within 10 consecutive working days from the date of this announcement on the Ethiopian Herald.

Women are highly encouraged to apply

**Ministry of Water and Energy
Competency and Human Resource Administration Executive
P.O.Box 5744
Addis Ababa, Ethiopia
For further information you can visit www.mowe.gove.et**