

Terms of Reference: CST Short Term Temporary – Administrative Assistant

Duties and accountabilities:

**Proposed time commitment: Part time 3 to 4 days per week from May to December 2019.
40 days in FY19 (May and June) and 100 days in FY20 (July to December).**

The Global Partnership for Education (“GPE”) is a multi-stakeholder partnership and funding platform bringing together donors, developing country governments, international organizations, civil society, teacher organizations, the private sector and philanthropy. It is committed to fulfilling the right to education by ensuring access to inclusive, equitable, quality education for all children and youth – as reflected in the ambition of the new Global Goal for education (SDG4). The Global Partnership was established in 2002 with goal of supporting the education sector in developing countries, with a focus on accelerating progress toward the Education for All (EFA) goals, Framework for Action (FFA), and Sustainable Development Goal 4 (SDG4).

GPE launched a new five-year strategy (GPE 2020), which sets out the vision, mission, goals and objectives of the partnership. Aligned with SDG4, GPE aims to solidify its strategy and theory of change, by extending the reach and impact of its work and mobilizing more and better resources for the Partnership and education as whole. As such, GPE 2020 encompasses greater scope, and ambition, articulated through three core goals over the next five years: improved and more equitable learning, outcomes; increased equity, gender and inclusion and effective, and efficient education systems. This is reinforced by a high-level operating model, the success of each of which is depends on a strong partnership approach at both global and country level.

The Country Support Team of the Global Partnership for Education (GPE) is looking for a highly motivated, energetic, well organized and reliable Short-Term Temporary (STT). Under the overall guidance of the Task Team Lead and the Program assistants team, the STT will work closely with tree Program Assistants to provide administrative support to the Country Support Team. The STT will report to the Task Team Lead.

Specific duties include, but are not limited to:

- Drafting routine correspondence in **English and French. Spanish and/or Portuguese would also be an asset.** Excellent editing and proof-reading skills, as well as attention to detail when reviewing and exerting quality control of a wide variety of grant related notification letters, visa and mission letters and email communication to country.
- Help maintain contact databases of GPE partners. (including but not limited to high level stakeholders)
- Support with the organization and preparation for GPE developing country partner constituency meetings including formatting correspondences, preparing materials, supporting travel arrangements, sending materials for the meeting through pouch, etc.
- Assist in organizing conference calls and/or Webex sessions; distribute presentations and other call related materials
- Provide back-up to other Program Assistants, including with team meetings, minutes, and monitoring of follow-up actions.
- Provide quality and timely assistance in the hiring of external consultants. Tasks include, communications with consultants, gathering all appropriate background information. It also

entails consistent and prompt follow up on contract details with relevant parties, including monitoring payments, consultant travel arrangements, etc.

- Assist with other administrative tasks as assigned, including administrative support to the team Manager

Essential Specialized Skills/Knowledge/Competencies

- Excellent organizational and administrative skills with minimum of 5 years of relevant professional experience;
- Strong written and oral communication skills, proficiency in **English and French** is essential; Spanish and/or Portuguese an advantage.
- Ability to organize, edit, and draft a variety of documents with good proofreading skills and attention to detail to ensure high quality work;
- Strong interpersonal skills, excellent team player with ability to interact tactfully and effectively with clients and staff in a multi-cultural environment;
- Ability to work independently and thrive in a fast-paced environment
- Competent in office technology systems - Word, Excel, Outlook, PowerPoint;
- Desire to actively contribute to the unit's objectives. High level of commitment and reliability;
- High degree of judgment, discretion, and diplomacy in handling confidential and sensitive matters;

Only relevant candidates will be invited for an interview. Please note that a written test in English and French are part of the recruitment process. To apply, please send an CV and a cover letter by **March 20, 2019** at the email address: gpestjob@globalpartnership.org .