Terms of Reference
Program Assistant/HR Assistant
Short-term temporary (STT)

Background
Are you a passionate advocate for education? Do you want to make a difference in the lives of children in the world’s poorest countries? The Global Partnership for Education Secretariat (GPE) would like to hear from you.

Who we are
GPE is a shared commitment to end the world’s learning crisis. It is the only global partnership and fund dedicated entirely to helping children in lower-income countries get a quality education, so they can unlock their potential and contribute to building a better world. We bring together governments, teachers, civil society, donors, United Nations agencies, development banks, businesses and private foundations to achieve our shared vision that every child deserves to learn.

What we do
GPE currently supports 76 low- and lower-middle-income countries to transform their education systems so that all children can get the education they need to thrive. We work where the needs are greatest and focus on reaching the children who are the most vulnerable, including girls, children with disabilities and those who live in countries characterized by extreme poverty or conflict.

How we work
Transforming education is about creating lasting changes and achieving impact at scale. GPE’s new strategic plan, GPE 2025, sets out to deliver this transformative change by convening partners, mobilizing funds and catalyzing reforms to help partner countries get more girls and boys in school, improve teaching and learning, and build equitable, inclusive and resilient education systems fit for the 21st century. Our unique approach works. Since 2002, 160 million more children in GPE partner countries have set foot in classrooms for the first time, more than half of them girls. In 2020, GPE was also the largest provider of education grants in the global COVID-19 response, rapidly providing partner countries with vital resources to ensure that learning could safely continue.

Raise Your Hand
In July 2021, the Global Education Summit raised a record US$4 billion from donors for GPE’s Raise Your Hand campaign. This put GPE firmly on the path to achieving its fundraising target of at least $5 billion over the next five years to transform education systems in up to 90 countries and territories. At the Summit, Heads of State and Government from partner countries made historic commitments to domestic education financing and GPE also mobilized an unprecedented number of pledges from businesses, private foundations and development banks.
A fully funded GPE would enable up to 175 million children to learn and help get 88 million more girls and boys in school by 2025. In the longer term, this investment could add $164 billion to economies in GPE partner countries, lift 18 million people out of poverty, and protect 2 million girls from early marriage.
Governance and organizational arrangements
The GPE Board of Directors includes ministerial-level board members and alternates representing 20 constituencies that reflect the Partnership’s breadth. The Board Chair is HE President Jakaya Kikwete and the Board Vice Chair is Dr Susan Liautaud. The Board of Directors, with its three standing committees, provides policy and strategic oversight and approves or delegates funding decisions.

The GPE Secretariat, with over 120 employees and hosted by the World Bank, is responsible for translating the policies and strategies set by the Board into practical support for partner countries, coordinating with diverse stakeholders and galvanizing global support for SDG4. The Secretariat’s headquarters are in the World Bank’s offices in Washington, D.C. and the European office is in Paris with a satellite office in Brussels.

About the role
We are seeking and experienced Program Assistant/HR Assistant to join the “Secretariat Services” sub-team of the Secretariat Operations team. This sub-team’s mission is to oversee and improve the efficient management of many of the organization’s internal administrative and planning processes. The STT will support and work closely with the Sr. Program Assistant, Recruitment Lead. The STT will report to the Secretariat Services Team Lead.

The contract is for (3 days a week) starting March 14th to the end of May with an average of 24 hours a week and the possibility of extension depending on the business needs and performance.

Application deadline: March 4, 2022
Preferred starting date: March 14, 2022

Duties and Accountabilities
• Provide a full range of administrative support to the Corporate Services team and work closely with the Recruitment Lead in all HR related matters at the Secretariat.
• Assists with entering daily data in different database files, e.g., HR actions tracker, recruitment tracker, etc.
• Upload all the recruitment documents e.g., longlist, shortlisting and interviews reports into appropriate database files.
• Provide support to other members of the Secretariat Services Team in their absence or during periods of heavy workload.
• Undertake ad-hoc tasks as assigned by the team, as needed.

Selection Criteria
• High school diploma (Bachelor’s degree is preferred) with 5 years of experience
• Positive work attitude and teamwork, willing to help colleagues even outside of prescribed responsibilities.
• Good team player, with excellent interpersonal and communication skills and able to interact tactfully with people at all levels.
• Remains calm and composed under stress
• Ability to multi-task and willingness to learn new skills.

In case of interest, please send an email to Tamara Postma, Secretariat Services Team Lead, tpostma@globalpartnership.org, before March 4, 2022.