

JOB DESCRIPTION

<u>Summary</u>	
Position	PROJECT COORDINATOR FOR "ETHIO-FRENCH TOUCH" FEF+ PROGRAMME
Employer	Ethio-French Alliance of Addis Abeba
Funder	Embassy of France in Ethiopia
Contract Type	Short-term contract (12 months) – renewable 1 time
Mission	Coordinate the actions implemented as part of the project, and the administrative management of the project with the various players involved
Line manager(s)	French Embassy: under the supervision of the Counsellor for Cooperation and Cultural Action (COCAC) & the Attaché for Development cooperation (project follow-up), <i>in liaison with</i> the Director of the Ethio-French Alliance.
Location	Alliance Ethio-Française of Addis Ababa
Duration	12 months, to start September 1 st , 2024
Conditions	Salary to be discussed according experience. Other specific conditions: - Insurance cost coverage - 1 international flight per year in the limit of 1200€. - Leave conditions: 2,5 days/month + public holidays according to Alliance's calendar
Workload	Full time Monday-Friday, 9am-6pm
<u>Project Description</u>	
<p>As part of its support for the Ethiopian cultural and creative industries sector, the cooperation department of the French Embassy in Ethiopia is implementing the French Team Fund (FEF+) programme "Ethio-French Touch: Boosting cultural industries in Ethiopia".</p> <p>This FEF+ programme will focus on two main areas:</p> <p>i. Collaborating with & supporting Ethiopian creators to build a solid response to market demand for new ranges of cultural products, targeting the creative and connected youth, by encouraging the creation of new types of content and works in the field of Creative Cultural Industries (CCIs). This approach is backed by the foundation and structuring of a dedicated, permanent creative space, a place where creators from all over Ethiopia can meet, train, share experience and support each other, which will be hosted at the Ethio-French Alliance [Components 1 & 3].</p> <p>ii. Working with Ethiopian institutions and museums (no. Ethiopian Heritage Authority, National Museum of Ethiopia, other museums) and the French Center for Ethiopian Studies (CFEE) in order to contribute to the presentation of Ethiopian collections to the general public, by developing documented, high-quality museum itineraries that can involve new technologies (immersive exhibitions, interactive itineraries, etc.) in conjunction with the authorities in charge of Ethiopian heritage, in order to contribute to the dissemination of knowledge and access to works of heritage and contemporary art. This approach will be supported by complementary initiatives aimed at developing a specialised training curriculum (conservation, museography, development of collection itineraries, circulation of works), and even targeted one-off support for the identification and circulation of collection items, in Ethiopia as in France, as part of specific events [Component 2].</p> <p>The project is structured around complementary dimensions:</p>	

- Support for the emergence of a unique creative space on the Ethiopian capital's cultural scene;
- Collaboration with the main technical and financial partners in the sector;
- Support for the training and mobility of creators;
- Support for the improvement of reception and mobility conditions within Ethiopian public collections;
- Support for the implementation of projects to enhance the value of Ethiopian collections through the use of CCI (performing arts, digital creation, design, graphics, etc.);
- Mobilisation of recognised French and African expertise (trainers from cultural partners and specialised companies in the sub-region in particular; Ethiopian researchers, in liaison with their French peers, to identify heritage works and opportunities for collaboration in circulating collections);
- Management and coordination of CCI activities by an Ethiopian-French cultural operator who is a leading partner in the country's creative and cultural scene.

Alliance Ethio-Française and the Embassy of France in Ethiopia are looking for a Project Coordinator to support the teams of both institutions to implement this cultural project.

Tasks

The Project Coordinator of "Ethio-French Touch: Boosting cultural industries in Ethiopia" project will be in charge of the direct supervision of the 3 components of the project.

- He/She will be working with a project manager for Components 1 & 3 under direct supervision of the Ethio-French Alliance & the French Embassy.
- He/She will be in charge of the direct implementation of Component 2.

Main tasks & Responsibilities:

1. Coordinating the project under the Embassy of France's supervision, and follow-up the tasks assigned to operators (Ethio-French Alliance, French Centre for Ethiopian Studies, EHA/NME, other operators):

- Design annual work plan,
- Organise regular coordination meetings, including members of the coordination team according to the different governance body mentioned in the project,
- Coordinate the setting-up (physical installation, equipment) of the Habesha Creative Lab hosted at Alliance,
- Identify local and regional organizations or individuals to be supported within the frame of the project,
- Ensure that the various initiatives, partners and beneficiaries are coordinated: drawing up lists of beneficiaries, contacting beneficiaries in conjunction with their institutions,
- Organise the actions planned within the project with institutions and beneficiaries and ensure their involvement,
- Provide logistical support for the missions and actions defined in the action plan to implement the project: training and events, etc,
- Design/use project management tools to follow-up and update the progress of all activities, monitor evaluations and reports from service providers and operators following the actions carried out,
- Design and implement events (logistics, communication with stakeholders etc.),
- Ensure deadlines are met,
- Ensure internal and external communication for the project, in close coordination with the Embassy, the project operators, and other stakeholders.

2. Administrative and financial management of the project (in collaboration with project assistant and finance assistant):

- Manage a team of 2-3 professionals (1 project manager, 1 finance assistant at least);

- Monitor the project's budget: disbursements, technical and financial reports with the project's various service providers;
- Identify service providers & Drafting administrative documents such as contracts with service providers;
- Proceed to disbursement of grants and payment of services;
- Keep track of the budget, archive invoices & receipts and produce monthly financial reports;
- Monitor the indicators on the project's dashboard;
- Prepare review documents before each Monitoring Committee and Steering Committee meeting;
- Draft the minutes of project-related meetings;
- Carry out the administrative closure of the project at the end of its implementation;
- Participate in the mid-term and final evaluation of the project.

Work Team	
<p style="text-align: center;">EMBASSY OF FRANCE IN ETHIOPIA <u>Authority</u> : Counsellor for Cooperation (COCAC) Components 1, 2, 3</p> <p><u>Referent</u> : Attaché for Development Co-operation</p>	<p style="text-align: center;">ETHIO-FRENCH ALLIANCE <u>Authority</u> : Director of the French Alliance Components 1 & 3</p>
<div style="background-color: white; color: #ff0000; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">YOUR POSITION: Project Coordinator for "Ethio-French Touch" Programme [All Components] Specifically in charge of Component 2 implementation</p> </div>	
<div style="background-color: white; color: #ff0000; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">YOUR TEAM: 1 Project Manager for Component 1 & 3 1 Finance Assistant</p> </div>	
Required Skills	
<ul style="list-style-type: none"> - Language: Fluency in English and French, Amharic appreciated - Masters in project Management, Cultural project management, other degree related to arts/culture - At least 6 years of demonstrated professional experience in project coordination - Project management proficiency and knowledge of project management tools - Planning, organising skills - Capacity to coordinate a team & coordinate works with French and national institutions - Strong interest for cultural project - Computer skills (proficiency in graphic design software would be appreciated) - Autonomy. 	
How to Apply	
<p>Kindly apply before Monday, July 22nd, 2024:</p> <ul style="list-style-type: none"> - Resume & copy of certifications and diplomas - Cover letter - References contacts <p style="text-align: center; color: #ff0000;">ETHIOPIAN WORK PERMIT MANDATORY!</p> <p>Send your application to: aef@allianceaddis.org, copy to alexis.maclet@diplomatie.gouv.fr.</p> <p>Please note that only shortlisted candidates will be contacted for an interview.</p>	