

## JOB DESCRIPTION

<b>Summary</b>	
<b>Position</b>	<b>PROJECT MANAGER FOR "ETHIO-FRENCH TOUCH" FEF+ PROGRAMME</b>
<b>Employer</b>	Ethio-French Alliance of Addis Abeba
<b>Funder</b>	Embassy of France in Ethiopia
<b>Contract Type</b>	Short-term contract (12 months) – renewable 1 time
<b>Mission</b>	Under the responsibility of the Project Coordinator, contribute to the project's actions implementation ; and contribute to the technical and administrative reporting.
<b>Line manager(s)</b>	<ul style="list-style-type: none"> <li>• <b>Direct manager: Project Coordinator.</b></li> <li>• Supervision of the Director of the Ethio-French Alliance</li> </ul>
<b>Location</b>	Alliance Ethio-Française of Addis Ababa
<b>Duration</b>	12 months, to start July 1 <sup>st</sup> , 2024
<b>Conditions</b>	Salary to be discussed according experience. Other specific conditions: <ul style="list-style-type: none"> <li>• Insurance cost coverage</li> <li>• 1 international flight per year in the limit of 1200€.</li> <li>• Leave conditions: 2,5 days/month + public holidays according to Alliance's calendar</li> </ul>
<b>Workload</b>	Full time Monday-Friday, 9am-6pm
<b>Project Description</b>	
<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+ will focus on two main areas:</p> <p>i. <b>Collaborating with &amp; supporting Ethiopian creators to build a solid response to market demand for new ranges of cultural products</b>, 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 <b>[Components 1 &amp; 3]</b>.</p> <p>ii. <b>Working with Ethiopian institutions and museums</b> (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 <b>[Component 2]</b>.</p> <p>The project is structured around complementary dimensions:</p> <ul style="list-style-type: none"> <li>- Support for the emergence of a unique creative space on the Ethiopian capital's cultural scene;</li> </ul>	

- 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 CCIs (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 CCIs 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 Manager to work on programme's **Components 1 & 3**. **The PM will refer directly to the Project Coordinator and to the Ethio-French Alliance Director.**

### Tasks

The Project Manager of "Ethio-French Touch: Boosting cultural industries in Ethiopia" project will be in charge of the implementation of components 1 & 3 of the project.

#### **Main tasks & Responsibilities:**

#### **1. Undertaking implementation of actions under Components 1 & 3 of the Project, aiming at boosting cultural industries in Ethiopia.**

- Set up actions according to project's work plan,
- Participate to coordination meetings,
- Follow-up activities and works, including hard works supervision (installation & equipment of a creative lab),
- Contribute to identifying local and regional organizations or individuals to be supported within the frame of the project (launching and follow-up of calls for proposals/applications),
- 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,
- Contribute to design and implement events (logistics, communication with stakeholders etc.),
- Ensure deadlines are met,
- Contribute to 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 (under supervision of project coordinator and in collaboration with finance assistant):**

- Identify service providers & Drafting administrative documents such as contracts with service providers;
- In relation with Finance assistant and project coordinator, follow up on project's budget: disbursements, technical and financial reports with the project's various service providers;
- Contribute, with Finance assistant, to the disbursement of grants and payment of services;

- Keep track of the budget, archive invoices & receipts and produce monthly financial reports;
- Contribute to prepare review documents before each Monitoring Committee and Steering Committee meeting;
- Contribute to draft the minutes of project-related meetings;
- Contribute to 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.

<u>Work Team</u>	
<p style="text-align: center;"><b>EMBASSY OF FRANCE IN ETHIOPIA</b>  <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;"><b>ETHIO-FRENCH ALLIANCE</b>  <u>Authority</u> : Director of the French Alliance            Components 1 &amp; 3</p>
<div style="background-color: white; color: red; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>YOUR POSITION:</b>                Project Manager for                “Ethio-French Touch” Programme                Components 1 &amp; 3</p> </div>	
<div style="background-color: white; color: red; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>YOUR TEAM:</b>                1 Project Coordinator (Line Manager)                1 Finance Assistant</p> </div>	
<u>Required Skills</u>	
<ul style="list-style-type: none"> <li>- Language: Fluency in English, mastering of C1 level of French, Amharic appreciated</li> <li>- Degree in project Management, Cultural project management, other degree related to arts/culture</li> <li>- At least 3/4 years of demonstrated professional experience in cultural projects management</li> <li>- Project management proficiency and knowledge of project management tools</li> <li>- Planning, organising skills</li> <li>- Capacity to work in a team &amp; respect administrative process</li> <li>- Demonstrated interest for cultural projects &amp; new technologies on XR, VR, gaming, etc.</li> <li>- proficiency in graphic design development</li> <li>- Autonomy.</li> </ul>	
<u>How to Apply</u>	
<p>Kindly apply before Monday, July 22<sup>nd</sup>, 2024:</p> <ul style="list-style-type: none"> <li>- Resume &amp; copy of certifications and diplomas ;</li> <li>- Cover letter</li> <li>- References contacts</li> </ul> <p style="text-align: center; color: red;"><b>ETHIOPIAN WORK PERMIT MANDATORY!</b></p> <p>Send your application to: <a href="mailto:aef@allianceaddis.org">aef@allianceaddis.org</a>, copy to <a href="mailto:alexis.maclet@diplomatie.gouv.fr">alexis.maclet@diplomatie.gouv.fr</a>.</p> <p><b>Please note that only shortlisted candidates will be contacted for an interview.</b></p>	