

Job Profile- Administrative Assistant (ASR)

Organization:	The African Capacity Building Foundation
Department:	Programs & Impact
Position Title:	Administrative Assistant- African School of Regulation (ASR)
Duty Station:	Accra, Ghana, open to ECOWAS citizens

Background/Job Purpose:

The ASR aims to be a centre of excellence in energy regulation, providing practical skills built on a solid foundation, promoting independent discussion and knowledge exchange, conducting applied research to address emerging challenges, and providing a repository of resources and policies to achieve sustainable, reliable and affordable energy in Africa.

ASR's work is based on lessons learned and technical insights from actual experiences of regulatory implementation in African countries, as well as international best practices adapted to the African context.

The target audience for ASR activities are regulators, policy makers, academics, energy users and staff from utilities, mini-grid developers, solar home systems companies, consultants, investors, financial institutions and all other stakeholders working in the energy sector.

The ASR has already organised different types of events such as: virtual conferences focusing on a single topical regulatory issue, webinars in French, a podcast series and "ASR talks" with energy sector experts. These different activities have demonstrated, firstly, the interest of African experts in the provision of regulatory capacity building on African energy issues and, secondly, the competence of the ASR team in designing and implementing these activities.

The Administrative Assistant will be transversally involved in all activities of the School. S/he will be co-responsible for the logistical arrangements of the ASR's activities, such as short and long-term training courses and/or the organisation of webinars, conferences, policy dialogues, etc., as well as financial and (if necessary) procurement activities.

Main Duties and Responsibilities

The Administrative Assistant will provide support to the rest of the team.

Role in administrative processes:

- Provide general administrative support to the ASR staff;
- Perform office management tasks: keeping track of pending files, monitoring outstanding tasks, deadlines and requests, drafting minutes, organising office files and archiving documents;
- Ensure data entry and verification of data in relevant administrative databases.

Finance and procurement:

- Support financial and procurement processes: adapting templates, preparing invoices for verification, drafting debit notes, requesting commitments, participating in e-payment workflow, providing "bon à payer";
- Contribute to the drafting of contracts with external providers;
- Act as first contact reference for external debtors and creditors (individuals, companies, institutions, etc.).

Budget Management:

- Support the rest of the ASR staff in budget preparation and update of budgets;
- Manage specific budgets, e.g. for events or communication activities.

Representation/communication:

- Represent the unit (or research projects/programmes) inside and outside the ASR and liaise with internal and external stakeholders;
- Internally coordinate and collaborate with the ACBF counterparts;
- Contribute to the planning and implementation of external communication activities including dissemination activities on multiple platforms and social media;
- Act as reference person and logistic support in the organisation of events, training activities, and/or academic/research activities (such as seminars, workshops, conferences, courses, summer schools, etc.).

Policy/ Strategy Making:

- Regularly provide insights, statistics and data allowing managers to draft strategic documents (project reports, annual reports, etc.).

Desired Qualifications, Competencies and Experience

Essential:

- Post graduate qualification
- Minimum of 5 years' experience with demonstrated ability to work in a multicultural environment.
- Excellent writing skills and high computer literacy (Excel, Word, Power Point, ERP software...).

Desirable:

- Experience with different local, regional or pan-African institutions.
- Experience in the organisation of different types of events.

Languages:

- Excellent knowledge of English and French is required.

About the African Capacity Building Foundation

For more than 30 years, **The African Capacity Building Foundation (ACBF)** has built human capital and institutional capacity for Africa's sustainable development. With membership from 40 African Countries, the African Development Bank, the United Nations Development Program, The African Union, and The World Bank, ACBF is the leading institution for capacity development in Africa.

While serving all actors, ACBF recognizes the importance of and pays attention to improving the effectiveness of Africa's public sector institutions at local, national, regional, and continental levels to become effective systems integrators and catalysers of sustainable and transformative change.

Since its creation in 1991, ACBF has trained over 50,000 personnel in civil service, most of whom hold key positions in Ministries of Finance, Planning or Economic Development and Central Banks across the continent. The Foundation has established a network of over 50 think

tanks supporting evidence-based policymaking across Africa and conducted numerous policy research/analyses, which have been critical in informing economic management and establishing benchmarks for success.

The ACBF's strategy for 2023-2027 focuses on responding to the current and future needs identified by member states such as, Climate Change and Energy for productive use, Agribusiness and Food sovereignty, Trade as an engine of economic development, and Economic & social Governance.

The Foundation currently maintains offices in Accra, Addis Ababa, Harare and Nairobi.

About the African School of Regulation

The initiative to create **The African School of Regulation (ASR)** responds to the need for human capital in Africa to lead the way towards a sustainable energy model in Africa - including universal access and climate change mitigation and adaptation, as well as the growing presence of decentralised energy resources in the midst of a much-needed industrialisation process. Achieving this will require new approaches to policy, regulation, technology, innovation and skills. Sound regulation stands out as an indispensable component of any strategy to guide African countries in designing and implementing this transition.

The objective of the ASR is to build skills, knowledge, and sustainable jobs, thereby creating additional value in Africa in the field of energy regulation. This can only be achieved with excellence and intellectual integrity, which require highly capable professionals (both local and global) and independence. The institutional design, organisation, and funding of the ASR must make sure that both requirements are met.

The ASR draws on specialist global knowledge and expertise on how to provide the capacity to regulate the energy sector effectively. This requires an appreciation and understanding of the rapid global energy transition, and the application of this knowledge and experience to the challenges of the African context.

The ASR, as a multi-stakeholder platform, promotes an open dialogue among regulators, policy makers, academics, utilities, mini-grid developers, solar home systems companies, consultants, investors, financial institutions, energy users and any other stakeholder whose activities are significantly affected by energy regulation. The ASR aims to build local capacity using a multi-stakeholder approach to develop, teach and disseminate sound energy regulation and policy in Africa.

In principle, the ASR is designed following similar objectives than those inspiring the creation of the Florence School of Regulation (FSR) within the European University Institute, back in 2004 (see <https://fsr.eui.eu>).

[Home Page – African School of Regulation \(africanschoolregulation.org\)](https://africanschoolregulation.org)