We're hiring: Executive Assistant

August 2023

Introduction and overview

The Education Outcomes Fund (EOF) is dedicated to improving education and employment outcomes for children and youth globally. Our small but mighty team is working at the cutting edge of development finance, leveraging our platform at the UN and our innovative, results-focused approach to change the way education is financed to support the next generation of youth.

EOF is looking for an exceptional Executive Assistant to support EOF's leadership team. If you are an outstanding problem solver, passionate about improving education and employment outcomes for children and youth, and looking for a challenge in a fast-paced, entrepreneurial environment, we would love to hear from you. Please send your CV and cover letter to hr@edufundmea.org by COB Sunday 03 September 2023.

About the Education Outcomes Fund

There are few greater challenges faced by the global community than the twin crises of learning poverty and youth unemployment. In response, the Education Commission (chaired by Gordon Brown, former UK Prime Minister and UN Special Envoy for Global Education) and the Global Steering Group for Impact Investment (chaired by Sir Ronald Cohen) came together with our founding CEO (Her Excellency Dr.) Amel Karboul to create EOF. We aim to improve the education and employment outcomes of 10 million children and youth, by supporting governments to utilize a range of innovative finance instruments at scale, including outcomes funds and other results-based financing (RBF) instruments.

EOF is backed by a range of world leaders who support us to shape our approach and achieve our ambitious aims, as well as leaders in education and impact investing:
EOF supports improvements in the quality of education and skills programs, with a special focus on girls and underserved populations, including those in the hardest to reach rural areas. It measures (and pays for) what matters – both core skills like literacy and numeracy, but also critical 21st Century skills such as socio-emotional skills, ICT skills, and other broader fundamentals of a quality education. It helps close the persistent gap between the skills needed by employers and those attained by today's youth.

For all the above, EOF pays primarily on the basis of the results achieved, ensuring that taxpayer-funded domestic resources, aid, and philanthropic funds are only used to pay for what works. This is a game-changing way to finance results in education, focusing attention and realigning systems on the most challenging but most important measure of a program's performance: whether it is improving lives.

Together with our supporters, we believe this is the early stages of a much larger movement, with huge potential to increase learning outcomes for children and youth around the world, though improved aid effectiveness and government spending.

Since our inception in 2018, EOF has:

- Partnered with governments in Ghana and Sierra Leone to establish the two largest outcomes funds to date in developing countries, mobilising ~$50M for these programs.
- Established itself as a leading global player in RBF, and the only dedicated center of expertise for RBF in education and skills.
- Become the first outcomes fund hosted by the United Nations within UNICEF, as a scalable platform to partner with governments around the world.
- Established a major partnership with the LEGO Foundation, to develop a scale portfolio of RBF programs in early childhood across a diverse range of countries, as well as to amplify the movement and ecosystem of partners around this approach.
- Built our institutional capacity to contract and implement large-scale outcomes funds more efficiently and effectively than historic impact bonds.
- Established a strong culture of performance and an active focus on ongoing professional development for all our team.
Endorsements:

"EOF has changed the way the education sector talks about RBF"
- David Sengeh, Minister for Education in Sierra Leone and GPE board member.

"... I would invest in the Education Outcomes Fund, which is an emerging player in the global landscape, and is showing what can be done with results-based approaches. That needs GPE doing Systems work but is a way of accelerating and modelling change that can be picked up by the system overall."
- Julia Gillard, former GPE Board Chair and former Australian Prime Minister

"The pay for performance revolution is coming to the education sector"
- Devex on EOF

The next chapter of EOF’s growth is particularly exciting, as we look to build on this foundation in the coming years. We will shift focus towards implementation of our first large scale programs, developing public goods and policy insights on ‘what works’ both in education and RBF. We will develop new RBF models that can be replicated and scaled across regions, as well as continuing to role out our exciting models. Ultimately, we want to improve the way governments and donors fund and implement education programs around the world.

The opportunity

We are seeking to recruit an exceptional Executive Assistant to provide crucial executive assistance and project support to EOF’s leadership team.

You will be the Executive Assistant to two members of the leadership team: the Chief Operating Officer and Chief Programs Officer. Your responsibilities will include diary management, coordinating internal meetings and events, and providing administrative support.

The Executive Assistant will report directly to Senior Operations Associate and work closely with the CEO Office and with all members of EOF’s team.

The ideal candidate will have proven experience in similar roles. We are looking for a proactive and capable Executive Assistant who combines tenacity, attention to detail, and an affinity for working in fast-paced environments. As a key go-to person for EOF’s stakeholders, you will have excellent communication skills and a customer service mindset. The most successful Executive Assistant will also demonstrate an interest in – and solid grasp of – the content of EOF’s work and our stakeholder / operating environment.

If you want to contribute to a rapidly growing organisation, with an exciting mission, opportunities for a high level of responsibility and growth, and to become part of a strong team with a culture of growth and professional development, then EOF could be the place for you.
About you

We'd love to hear from you if the following sounds like you:

1. **Education:**
   - Secondary education degree with university level courses in business administration or equivalent specialized training in operations highly desirable.

2. **Work experience:**
   - A minimum of 3 years of relevant professional experience in Executive / Personal Assistant roles, preferably at CEO / Executive Director / Executive / Chair level, and preferably in an international context.
   - **Experience in managing complex and changeable diaries** (including acting as a gatekeeper, managing expectations, navigating different time-zones).
   - **Experience in meeting preparation and support** (including preparing and setting agendas, ensuring correct attendees, managing meeting logistics, taking concise and accurate minutes).
   - **Experienced in using Microsoft Office suites and other technology** (e.g. Zoom, Google Drive, Trello) and with the ability to learn new tools quickly.
   - **Experience with senior stakeholder engagement** and navigating highly political environments which require an awareness of sensitivities and protocols.
   - **Experience in the logistics and administration of international travel** (including complex multi-destination itineraries, international events, demanding and evolving schedules).
   - **Experience in researching background materials** (for instance to produce preparatory briefs for meetings, engagements, and speeches).
   - **Financial numeracy** and experience in managing and processing expenses.
   - Previous experience or an interest in **international development, the global education sector, and international aid** is desirable.

3. **Key competencies**
   We expect you to have the following skills and competencies:
   - **Exceptional problem solving skills:** You are intellectually dexterous, able to pull insights from complex information, and recommend action based on these insights.
   - **Clear and confident communication skills:** You are comfortable communicating with a range of stakeholders and can adapt your style according to the audience.
   - **Drive to achieve results:** You take responsibility for and ownership of your performance, and are proactive in finding solutions to problems.
   - **Think and act strategically:** You understand the big picture and are able to anticipate risks and identify strategic opportunities.
   - **Entrepreneurial mindset:** You are dynamic and would be excited to contribute to EOF as a young and rapidly growing organisation. When you see things that could be improved, you put your hand up and help improve it, rather than being a passive bystander.
   - **Work collaboratively with others:** You enjoy contributing to a wider team effort and collaborating with people from different backgrounds to achieve your goals, respecting differences and ensuring that all can contribute and succeed.
   - **Embrace change and uncertainty:** You understand that our work is complex and dynamic, and respond to shifting priorities with composure and agility.
   - **Demonstrate self-awareness and ethical awareness:** You are self-aware of your own strengths, limitations, working style, and deeply held convictions and biases. You display ethical awareness through behaviours that are consistent and compliant with the standards of conduct for international civil servants, UNICEF’s values, and relevant UNICEF policies and procedures.
4. Languages

- Fluency in English is required.
- Proficiency in French, Arabic, Spanish, or other languages in the MENA region is preferred.

General information and application process

General information

- We have a global mandate and a global team, with staff based across most continents. However, the majority of our team are London-based, and candidates may need to be available during a significant portion of UK working hours (to be determined on a case-by-case basis).
- The indicative gross annual salary package will range from GBP 40,000-55,000, depending on the skills and experience of the selected candidate. This is for applicants based in London, and will be adjusted based on the place of residence, in line with UN post adjustment rates. Upward mobility in salary and position is expected for strongly performing team members.
- This position will initially be for a 12 month contract, although we are looking for permanent, full-time staff to join and help grow the organisation, subject to performance. Contracts will be renewed annually for all core team staff subject to performance, and there is the potential for some long-term core staff to move onto UN staff contracts, again subject to funding and performance.

Application details

- Applications will be considered on a rolling basis as they are received. Interested candidates are encouraged to apply early.
- Shortlisted applicants will be invited to a written test, followed by two rounds of interviews and reference checks.
- Unfortunately, due to the potentially large number of applications, we will only be able to contact applicants who are invited to the next stage of the process and will not be able to provide feedback to candidates that are not shortlisted.

EOF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. EOF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.