We're hiring: Executive Assistant to the CEO

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 the CEO to provide crucial EA support for a period of 8 months (October 2023 – May 2024) to the CEO Office. 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 apply via UNICEF’s career page by COB Sunday 27 August.

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:

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>Hosted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sir Ronald Cohen</td>
<td>Sir Michael Barber</td>
</tr>
<tr>
<td>Chair</td>
<td>Vice Chair</td>
</tr>
<tr>
<td>Co-founder of Apaz Partners, Chair of the Global Steering Group for Impact Investment</td>
<td>Founder and Chair of Delivery Associates, former advisor to Tony Blair</td>
</tr>
<tr>
<td>George Werner</td>
<td>Amel Karboul</td>
</tr>
<tr>
<td>Former Minister for Education in Liberia &amp; former Director General of the Civil Service of Liberia</td>
<td>Education Commissioner; formerly Minister of Tourism of Tunisia; BCG; Mercedes Benz</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select High Level Steering Group Members</th>
<th>Hosted at UNICEF, as the first UN-hosted platform for outcomes funds at scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aicha Bah Diallo</td>
<td>Dolika Bandia</td>
</tr>
<tr>
<td>Former Minister of Education of Guinea</td>
<td>Non-Executive Director at CBO Group; former CEO of African Risk Capacity Insurance Ltd</td>
</tr>
<tr>
<td>Phyllis Costanza</td>
<td>Rob Jenkins</td>
</tr>
<tr>
<td>Co-Founder and President of OutcomesX</td>
<td>Chief of Education and Associate Director at UNICEF</td>
</tr>
<tr>
<td></td>
<td>Jakey Kikwete</td>
</tr>
<tr>
<td></td>
<td>Chair of the Board of Directors at GPE and former President of Tanzania</td>
</tr>
<tr>
<td></td>
<td>Livetet Steer</td>
</tr>
<tr>
<td></td>
<td>Director, Education Commission</td>
</tr>
</tbody>
</table>
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 roll out our existing 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 high quality support to EOF’s CEO. The CEO has a complex role, and the EA role is crucial for its success to provide professional, high-quality support in organizing her work, diary, travel schedule, meetings with high level partners as well as administrative support.

This is parental leave support for the existing EA, **for a period of 8 months** (October 2023 – May 2024).

The Executive Assistant will report directly to the CEO’s Chief of Staff. The successful candidate will also collaborate with all members of the EOF team.

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.

A detailed list of activities is available in the appendix.
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:**
   - At least **6 years** of relevant administrative work experience is required, including as an executive assistant, managing complex diaries, organizing complex international travel, and communicating with senior stakeholders.
   - Experience working in a diverse and complex environment is highly desirable.
   - 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

EOF offers an attractive remuneration package with competitive pay and benefits, in accordance with United Nations-wide salary scales, policies and practices.

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.
Appendix: Detailed roles and responsibilities

Responsibilities may include (but are not limited to):

**Administrative, Operational and Executive Support**

- Supports time management and scheduling on behalf of the Director:
  - Manages calendar and coordinates with the Secretariat team
  - Scheduling of appointments
  - Screening meeting requests
  - Coordinating timely submission of background notes and talking points
  - Ensuring effective prioritization and time-management
  - Resolving conflicts and competing demands
  - Directing relevant requests to the appropriate team lead.
- Brings sensitive and urgent matters to the attention of the Director, identifies issues requiring the Director’s attention and refers others to relevant office and appropriate disposition
- Initiates, monitors and follows up on personnel-related matters
- Makes travel arrangements for the Director in line with UNICEF procedures;
- Supports effective administration of meetings and events attended by the Director
- Assists in coordinating the agenda of staff meetings
- Serves as notetaker for meetings and ensures timely circulation and follow-up action
- Supports the Director in presentations for internal and external meetings; research issues, prepares briefing notes, slides and subject files and gathering relevant documentation
- Researches, compiles and summarizes materials for use in reports, briefs, speeches
- Independently handles a wide range of complex information requests and inquiries
- Responds or drafts responses to a diverse range of correspondence and communications
- Exercises quality control for all outgoing documents; proofreads and edits text for adherence for format, grammar, punctuation and style
- Supports the Director with external communications including drafting tweets and other social media posts and updating websites
- Processes the Director’s expenses, preparing all relevant information and receipts, ensuring accuracy and tracking reimbursements.

**Coordination and planning**

- Supports the Director in preparing, drafting and reviewing e-mail communications with the Executive Committee and the High-Level Steering Group and maintains electronic filing for all documentation related to the EOF governance structure
- Supports the organization and logistics of EOF governance meetings including with the Executive Committee, the High-Level Steering Group and sub-committees
- Ensures Director’s clearance of external communications with the EOF governance structure, and other partners, such as donors, UN agencies, NGOs, foundations and governments
- Ensures Directors’ endorsement for recruitments, financial commitments, human resource commitments and legal agreements

**Events/Logistics**

- Supports team building events by making logistical arrangements, engaging with facilitators, caterers and hosts
- Supports effective administration of virtual and in-person events organized by the Secretariat; including leading logistics, supporting external communications, taking minutes
- Arranges times through liaising with participants over availability
- Liaises with budget focal points and section over costs and needs
Perform other tasks as assigned
• Performs other duties as assigned.