We're hiring: Operations & Team Assistant, Sierra Leone

November 2022

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 Operations & Team Assistant to support EOF’s Sierra Leone 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 apply through UNICEF’s career page by Sunday 18th December.

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:

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<td>GSG Driving real impact</td>
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**Executive Committee:**

- Sir Ronald Cohen
  Chair
  Co-founder of Apax Partners, Chair of the Global Steering Group for Impact Investment

- Sir Michael Barber
  Vice Chair
  Founder and Chair of Delivery Associates, former advisor to Tony Blair

- Dolika Banda
  Non-Executive Director at CDC Group; former CEO of African Risk Capacity Insurance Ltd

- George Warner
  Former Minister for Education in Liberia & former Director General of the Civil Service of Liberia

- Amel Karboul
  Education Commissioner; formerly Minister of Tourism of Tunisia; BCG; Mercedes Benz

- Rob Jenkins
  Chief of Education and Associate Director at UNICEF

**Select High Level Steering Group Members:**

- Aicha Bah Diallo
  Former Minister of Education of Guinea

- Phyllis Costanza
  Co-Founder and President of OutcomesX

- Aliko Dangote
  President & CEO of the Dangote Group

- Felipe Calderón
  Former President of Mexico

- Jakaya Kikwete
  Chair of the Board of Directors at GPE and former President of Tanzania

- Liesbet Steer
  Director, Education Commission
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 centre 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 Operations & Team Assistant to be a part of EOF’s Sierra Leone Team and play a vital role in supporting the delivery of EOF’s first programme, the Sierra Leone Education Innovation Challenge (SLEIC).

The SLEIC programme is a partnership between the Government of Sierra Leone, outcome funders, delivery partners and social investors. Five different delivery partners have been selected to support 325 schools across five implementation lots to improve learning outcomes for 136,000 children, in partnership with school leadership and teachers, and in accordance with the Basic Education curriculum.

The program will run for nine school terms, starting September 2022 and ending in August 2025. The aim is to generate evidence to inform which interventions are the most effective in Sierra Leone context, which can then be scaled up by Government and donors. Using a result-based financing approach, service providers are expected to build sustainable capacity in schools, targeting interventions that improve learning beyond the life of the programme.

As the Operations & Team Assistant, you will support EOF’s Sierra Leone team in the fulfilment of its programmatic and operational responsibilities. You will report directly to a member of the operations team and collaborate with all members of EOF’s Sierra Leone team and EOF’s central team.

The main responsibilities are, but not limited to, the following areas:

**Service provider budget monitoring and verification**

- Check quarterly financial reports submitted by service providers during year 1 of the programme
- Verify documents submitted by providers to account for expenses included in their expenses quarterly report
- Support with planning and conducting of in-person spot checks on expenses and support documentation of service providers
- Support with the development of the Expenses Report after year 1 of the programme’s implementation
Financial Management and Administration

- Support internal finance processes for the team, which includes collecting invoices, filling documents, certifying and submitting payment requests to EOF Operations central team
- Oversee local procurement and correct application of competitive procedures
- Support in the organization of activities, which may include coordination and liaising with service providers, donors, the Government and other stakeholders
- Provide travel assistance to members of EOF’s Sierra Leone Team including travel arrangements and entitlements following organization’s rules and policies; monitoring travel certification and reporting.
- Assist in the drafting of regular reports needed from EOF’s Sierra Leone Team for EOF’s central team
- If further recruitment is required for EOF’s Sierra Leone Team, draft vacancy announcements, ensure the timely and efficient screening of applications for minimum eligibility, and liaise with candidates in various stages of the process

Administrative support

- Support local procurement for EOF Sierra Leone team, including market research
- Support local office management and assets management
- Support EOF’s Sierra Leone team to keep up-to-date the programme operational risk register, according to EOF’s policies

Supporting EOF’s Sierra Leone team overall work

- Support in the preparation of first drafts of documents including reports to EOF’s central team and donors
- Assist with the preparation of the materials for governance meetings
- Support the maintenance and update on the online platform that will be used by providers to provide reports for learning purposes
- Collaborate in overseeing that the reports submitted by service providers for learning purposes (and which will be collected through an online data platform) are accurate and according to the programme’s needs

If you want to contribute to a rapidly growing dynamic and fast paced 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:
   - A minimum of a Bachelor’s degree in business, economics, political science, finance, education, or a related field.
   - Strong academic credentials – distinction grade average or above.

2. Work experience:
   - At least 2 years professional experience within the following fields (or related): program delivery, operations, accounting, financial services, administration.
   - 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 and Krio is required.

**General information and application process**

**General information**

- The Operations & Team Assistant will be based in Freetown, Sierra Leone.
- Travel is expected to Districts, which EOF will cover costs for.
- This position will initially be for a **11.5-month contract**, with possibility for annual renewal based on performance, for the entire duration of the programme (3 years).
- We are aiming for the successful candidate to join the team late January / early February 2023, or earlier depending on candidate notice periods.

**Application process:**

- Please apply through UNICEF’s career portal by **Sunday 18th December**.
- 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 multiple 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.