

**Embassy of Ireland**  
**Addis Ababa, Ethiopia**  
**Head of Administration**  
**Job Description**

**1. OVERALL OBJECTIVES OF THE POSITION:**

The Head of Administration at the Embassy of Ireland in Addis Ababa is a Senior Management position. The main objective of this role is to ensure the smooth operations of the administration, corporate services and human resources of the Embassy. It involves ensuring that the administration and human resources systems and operations are fully functional to ensure that the administration of the Embassy is effective and efficient and that the Embassy team of over 65 staff are supported in their respective roles.

**2. KEY FUNCTIONS OF THE POSITION:**

The key functions of the Head of Administration include managing the administration and corporate services functions in the Embassy; leading on all related human resources functions for the Embassy team of over 65 staff; engaging with strategic planning processes and leading on communications with Embassy staff.

**2.1 DETAILED TASKS:**

**a. Administration & General Management**

- Ensure that all administration and knowledge management systems are geared to enabling effective delivery of the Embassy's Mission Strategy;
- Contribute to the development of annual business plans at the Embassy and lead on the delivery of the annual administration work plan;
- Information management: circulate staff notices, circulate office closures to HQ, ensure filing systems are up-to-date and fully functional, improve documentation centre, recommend updates to information management systems when necessary;
- Oversee the acquisition, management, and disposal of the Embassy's physical properties;
- Manage lease arrangements of Embassy residences – ensure any issues are dealt with promptly, and rent is paid in time as per the HQ HR Abroad Posting Team;
- When necessary, liaise with the Embassy's legal advisor seeking legal advice;
- Prepare and review annual administrative budgets and expenditure, ensuring value for money, and ensuring compliance with appropriate procedures and regulations for budget monitoring and control;
- Monitor and authorize Embassy's petty cash payments and ensure that payments are made as per HQ finance guidelines/procedures;
- Provide support for other activities included in the Embassy Business Plan as requested;

- Oversee general knowledge management functions of the administration elements of Embassy operations. Ensure that the system is user friendly and that all staff are able to access at the requisite level. Ensure that the system is maintained, is up-to-date and contains all key documents in readable form;
- Support the management and oversight of the delivery of all consultancies and consultant deliverables as necessary;
- Manage and oversee, in consultation with HQ ICT Unit and IT consultants, the Embassy's IT network system;
- Ensure the Chancery and HoM residence wifi network system operates at high standard connection level;
- Participate in cross Embassy workplace teams as required including the Gender Core Team, Health & Safety Team and Green Team;
- Ensure the Embassy HIV/AIDS policy, Gender policy and others are properly implemented, arrange regular staff awareness-raising meetings.

**b. Human Resources, Learning and Development, and Statutory Compliance**

- Provide a full range of organisational, strategic and administrative Human Resources services to enable the smooth running of the Embassy;
- Facilitate staff recruitment, induction and orientation and assist with creating and revising job descriptions;
- Oversee and manage all staff new contracts, renewals, retirements and review and sign-off of annual and sick-leave applications;
- Manage service providers such as the local staff medical insurance scheme;
- Oversee, manage and report on the implementation of Performance Management and Development System (PMDS) of all local staff including goal setting, probation period, mid-year and annual assessment;
- Manage staff grievances, advice and support supervisors as they deal with staff concerns/complaints, implement disciplinary procedures (where necessary), seek solutions / make recommendations to senior management as necessary;
- Ensure the Embassy is in compliance with local labour legislation and Department of Foreign Affairs / Embassy of Ireland policies, procedures, health and safety standards;
- Administer and oversee the maintenance of employee records;
- Act as Secretariat and member of the staff Provident Fund team in administering the staff Provident Fund in line with Embassy guidance;
- Prepare, implement and monitor the Embassy's staff learning and development programme, ensuring value for money.

**c. Contribution to Embassy Strategic Planning and Implementation**

- Participate in Strategic Planning and review processes, and contribute relevant information and analysis that advance Ireland's goals and values in Ethiopia;
- Ensure that the general operational management work of the Embassy is accurately represented and adequately resourced in the Mission Strategy;
- Provide advice on appropriate risk management and mitigation measures in the performance measurement framework and support colleagues in the monitoring and reporting of results/outputs and objectives against agreed indicators;
- Act as secretariat and participate in the Embassy's Senior Management Team leading on agenda items related to administration, ICT, human resources etc;

- Provide strategic/input and advice on general operational matters across the work of the Embassy and work within teams to ensure that their related responsibilities are understood;
- Provide accurate general operations information to inform strategy review and development;
- Oversee the Embassy's knowledge management and learning functions and practices, and the maintenance of a repository of information, statistics and trends.

#### **d. Communication and Teamwork**

- Ensure regular and clear communications with the Embassy staff on all related administration, corporate services and human resources issues including meeting with staff representatives on a monthly basis;
- Communicate general administrative operational requirements to all relevant internal and external stakeholders as required;
- Maintain links with other Irish Missions in the region to identify potential areas for collaboration, sharing the experiences of best practice with colleagues across the region;
- Participate in the various Embassy staff internal meetings and undertake delegated roles and responsibilities;
- Carry out any additional responsibilities that may be assigned by line management from time to time;
- Report to line management as required.

### **3. REPORTING TO:**

The Head of Administration reports directly to the Second Secretary and indirectly to the Ambassador. Active participation in a number of administrative /logistical teams also involves close liaison and communication with all other members of the Embassy Team.

### **4. NUMBER OF REPORTING STAFF:**

The Embassy Head of Logistics/Procurement, the Administration-Finance Officer and the Receptionist all report directly to the Head of Administration. Out of these three, two of them (include which two here) have line management responsibilities.

### **5. QUALIFICATIONS, SKILLS & EXPERIENCE:**

#### **Essential:**

- First Degree in Social Science (preferably in Business Administration or Human Resource Management) and seven years' experience, out of which minimum of five year experience at Senior middle management level with full responsibility for Corporate Services and/or organisational operations.
- Extensive experience in the planning and implementation of Human Resource Management systems, performance management systems, payroll systems, as well as the ability to analyse, interpret and explain the legal frameworks regulating employment in Ethiopia.
- Excellent written and oral communication skills.
- Computer skills on Microsoft Office sufficient for the performance of above duties.

- Knowledge of operational budgeting, budget monitoring, procurement processes and systems.
- Good knowledge of operational and strategic planning processes, and providing support during implementation.
- Proven record of a very high degree of integrity and trust.
- Proven ability to collate and distil large amounts of information, summarising findings to be used for management decisions and planning.
- Effective supervision of a range of differently skilled staff to ensure their effective deployment and performance.
- Good interpersonal skills and an ability to form effective working relationships with people at all levels.
- Proven leadership qualities, commitment to team working, and the ability to work on one's own initiative.

**Desirable:**

- At least five years' relevant experience working with Federal government, non-Government or donor agencies or similar environment and ability to represent the Embassy in any administration meetings.
- Familiarity with the key principles and practice of effective aid delivery.

**6. TERMS AND CONDITIONS OF EMPLOYMENT:**

The successful applicant will be offered a three-year contract including an initial probationary period of 60 working days in line with Ethiopian Local Labour Law. The contract will include a requirement for regular performance assessment.

The successful candidate will be based at the Embassy of Ireland, Addis Ababa.

Remuneration offered starts at the entry point of scale for Grade ONE (€29,160.24 per annum) paid in local currency, as per the relevant grade on the Embassy pay scale. The remuneration package includes a provident fund scheme and medical, group life and accident insurance.

Embassy of Ireland  
Addis Ababa  
September 2023