

# Administrative and Finance Manager

## **JOB DESCRIPTION**

### **CONTEXT:**

The French International School welcomes around 500 students from Nursery school to Grade 12. Within the local competitive environment, the French school stands out thanks to:

- A strong engagement to provide quality education.
- A wide range of activities on offer to develop students' identity and civic responsibility (extra-curricular activities).
- Students provided with an individualized care, from their first day at the French school until the day they leave the institution.

### **POSITION OVERVIEW:**

The AFM for the French International School of Tanzania is a key leadership role, responsible for the overall administration, management, and strategic planning of the administrative and financial services of the institution.

She or He will work under the direct supervision of the school director and will report on a daily basis to the school director. She or He will also report on a monthly basis to the School Board. The AFM is the manager of the school's administrative and finance services and therefore is supported by these services while being responsible for their performance and output.

While the management of pedagogic or extracurricular activities (AES) staff is not under the AFM's direct responsibility, she or he must ensure an optimal environment and working conditions for the entire school community, with prime attention to the safety, security, and well-being of children, staff and visitors.

This individual will ensure the smooth operation of the school while maintaining high standards of education and safety. The role demands a dynamic leader with a diverse skill set and a deep understanding of the local and international educational landscape.

## **ROLES AND RESPONSIBILITIES**

### **1. Administration and Planning**

- Develop and implement strategic plans to achieve the school's objectives.
- Oversee the daily operations of the school, ensuring efficiency and effectiveness in all administrative functions.
- Manage school facilities and resources, ensuring a safe and conducive learning environment.

### **2. Human Resources**

- Lead and manage the recruitment, development, and retention of qualified staff (for all staff except educational and pedagogical positions).
- Daily team management of the administrative and technical teams (approximately 8 staff, 10 technicians and cleaners, and sub-contractors)
- Structuring and organization of the administrative team.
- Creation of plans, reporting procedures, and internal control/authorization procedures

- Training of the team members on how to manage and report their specific objectives and budget management
- Foster a positive and inclusive workplace culture.
- Oversee performance management and professional development programs.
- Support the board and parent community in the organization of events (technical aspects)

### **3. Procurement, Contract and maintenance management**

- Oversee transparent procurement processes (terms of references, publication, selection and contracting)
  - Monitor the contract execution and authorize the payments
  - Ensure all sub-contractors are performing and applying standard safety and security obligations
- Areas of procurements include but are not limited to canteen, building, ICT, security, cleaning, furniture of cleaning products, repairs, pool maintenance, landscaping, transport, audit services
- Monitor the operating costs of the school in terms of Energy, water, and waste. Promote and enforce sustainable practices with a view to reduce the school's ecological impact

### **4. Financial Management**

- Develop and manage the school's budget, ensuring financial sustainability and accountability.
- Oversee financial planning, including tuition fees, fundraising, and resource allocation.
- Ensure compliance with financial regulations and reporting requirements.
- Report weekly on budget execution and planning to the treasurer of the board with a comprehensive quarterly status.

### **5. Legal and Compliance**

- Ensure the school operates within the legal frameworks of Tanzania and France.
- Maintain up-to-date knowledge of relevant laws and regulations.
- Manage contracts and agreements with third parties.
- Manage school insurance and risk transfer.

### **6. Safety and Security**

- Implement and monitor safety and security policies and procedures.
- Ensure the safety and well-being of students, staff, and visitors.
- Coordinate with local authorities and emergency services as needed.
- Manage infrastructure dimension for accessibility, inclusivity, special needs and gender.

### **7. Competence**

- Demonstrate a deep understanding of Tanzanian culture and the broader African context.
- Navigate and respect cultural differences within the school community.
- Represent the school in diplomatic and international forums.
- Handle negotiations with suppliers, partners, and stakeholders effectively.
- Address and resolve conflicts promptly and fairly.
- Facilitate discussions and agreements that align with the school's goals and values.

## **EXPERIENCE, EDUCATION AND QUALIFICATION**

### **Education:**

- A Master's degree in Finance, Administration, Business Management, or a related field.
- Professional certifications in HR, Finance, or Legal are advantageous.

### **Experience:**

- At least 5 - 7 years of experience in a senior management role, preferably in an educational

institution.

- Proven experience in managing diverse teams and multi-faceted operations.
- Experience working in Africa, with a strong understanding of the local context and challenges.

**Technical Skills:**

- Proficiency in financial management software and HR systems.
- Excellent Team management and organizational skills.
- Strong legal and compliance knowledge related to educational institutions.
- Some knowledge of technical fields related to building management.

**Personal Attributes:**

- Excellent interpersonal and communication skills.
- Strong leadership and decision-making abilities.
- High level of cultural sensitivity and diplomacy.
- Problem-solving mindset with a proactive approach.

**Languages:**

- Fluent in English and French, both written and spoken.
- Proficiency in Swahili is a plus.

1-year renewable contract with a 6-month trial period as required by Tanzanian labor law.