

# Call for application: Admin and Finance Officer (Junior position)

The NILE journeys, Nurturing Impulses for Living Ecosystems





### Introduction

This is a call for a junior manager for the finance and resourcefulness circle at the NILE Journeys.

## Brief about the NILE journeys

The NILE journeys is a platform of Nile basin communities working on regenerating the land, the river and the society. The ultimate vision and dream of the NILE Journeys is of 'a Nile Basin ecosystem that nurtures life affirming actions'.

Our mission is to create participatory experiential learning spaces for the inhabitants of the Nile bio-region and beyond, illuminating the multiple stories of this ecosystem that are rooted in indigenous knowledge and regenerative practices.

The NILE Journeys work connects community spaces across the region, we call them Community Hubs. They are acupuncture points along the Nile for impact and regeneration of the social and ecological fields. Through these hubs we create experiential and participatory learning spaces within the hubs and across hubs. We also aim to profile the stories of these hubs to illuminate positive narratives about Africa to her citizens and beyond. We do that through projects and programs addressing youth, culture, permaculture, land regeneration, water, value chain integration, entrepreneurship development and exchange.

# The job description

### This job includes:

- **Financial management:** This includes the coordination of the resourcefulness (Finance) circle, setting up the financial system and financial modeling and overseeing the accounting procedures in collaboration with a professional accountant as well as financial reporting.
- **Internal systems development:** This entails the development of internal systems, policies and procedures, mainly but not exclusively in the field of financial and administrative management.
- Administration: As we are registering the NILE Journeys in several countries it is important to follow-up on the registration processes and the system that allows linking these entities with a cohesive financial system.
- **Fundraising:** Proposal writing, networking and researching opportunities for funding the programs and activities of the NILE Journeys.
- Market research and marketing: Mainly for products of the NILE Journeys community hubs, however this will be in support with external consultants with expertise in marketing of specific products.
- Other (depending on the person's experience and interest):
  - **Project management on entrepreneurship** creation of the green entrepreneurship sphere in collaboration with the steering team, including the projects and activities of the program and the business development necessary to initiate and implement the program.
  - **Communication:** mainly external communication including the website and preparing annual reports, under supervision of the communication coordinator.
  - Planning, project designs, activities' planning and workshop facilitation on need basis.

### Profile of the Lead admin and Finance officer

- Background in one or more of these following disciplines: Financial management, financial administration, financial modelling, accounting, project management, project management tools (e.g., Asana, Trello etc...), proposal writing, public administration and business development.
- Additional experience in the following disciplines is an asset: Entrepreneurship, green entrepreneurship, social enterprising, system administration, African studies or Facilitation
- A track record of working with NGOs, SMEs and farmers associations in Financial modeling and Financial management.
- A track record in project management and team coordination.
- A strong knowledge of accounting tools and systems.
- Ability to travel within Africa and work in rural set-up with basic conditions if required.
- Experience in working with NGOs in North Africa (Mainly Egypt) or East Africa (Mainly Kenya).
- Excellent communication skills in English and Arabic (any additional language is an asset)
- Excellent writing skills in English.
- Personal qualities of: multitasking skills, resilience, patience, perseverance, willingness to learn, open mindedness, team spirit and collaborative attitude, creativity, initiative taking, ability to navigate conflicts, communication skills and interest in being part of a whole.

# Application and selection

To apply kindly send the following documents to mongy@nilejourneys.org by 30 of April 2021

- Motivation letter highlighting the reason why this job interests you, why you are the right fit for it, and if you are a good fit for the NILE journeys.
- Recent CV

Pre-selected applicants will be communicated with for a short zoom interview prior to the selection.

# Working conditions

This job opportunity is mostly work from home with possible travels within the Nile Basin region on a need basis. It is part-time (3 to 4 days of work per week) with a growing organization with a diverse team. It also requires flexibility and agility more than long experience. It fits an experience of a junior professional, who is focused on learning, growth and being part of a group.

Work is mostly online and closely with the members of the steering team.

The compensation is adequate for someone with 2 to 5 years of experience in Egypt. There will be a three months' probation period.

This position is reporting directly to one of the members of the steering committee.

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