

## Job description

Job Title:	Liaison Assistant
Group:	Operations
Dept./Project/Service:	Leaders in Teaching Ethiopia (LiTE)
Reports to:	HR and Administration Manager
Responsible for:	N/A
Usual office base:	Addis Ababa
Grade:	TBC

### Project Overview:

The programme is a national programme aiming to enhance quality of teaching and learning in secondary education. The overall objective of the programme is to improve the transition of secondary school students to either post-secondary education or training or directly into the world of work by equipping them with relevant skills, knowledge, and attitudes through enhanced implementation of the competency-based curriculum. Edt are implementing this programme in partnership with two other organisations, one of whom, the Lead Partner, will also host the Project Management Unit (PMU).

### Job Purpose:

The Liaison Assistant provides effective **HR, procurement, and administrative support** to Education Development Trust (EDT) operations. The post holder acts as a key liaison between EDT, suppliers, service providers, and relevant government offices, ensuring that administrative, human resources, and procurement processes are delivered efficiently, accurately, and in compliance with EDT policies and local regulations.

The role supports country office operations by delivering routine yet essential administration, HR coordination, and procurement activities. The Liaison Assistant works under established procedures, using initiative to priorities tasks and resolving straightforward issues while escalating complex matters to the line manager.

### Job Objectives

#### 1. HR Support

- Support recruitment activities including coordination of vacancy advertising, shortlisting documentation, interview logistics, and reference checks.
- Assist with staff onboarding and exit processes, ensuring induction documentation, and clearance forms.

- Track staff attendance, leave records, and contract expiry dates, and prepare routine HR reports.
- Support visa and work permit application when required
- Provide day-to-day HR administrative support to staff and act as a point of contact for basic HR queries.

## 2. Procurement Support

- Support procurement processes in accordance with EDT procurement policies and delegated authorities.
- Prepare purchase requisitions, requests for quotations (RFQs), purchase orders, and supplier documentation.
- Liaise with suppliers to obtain quotations, follow up on deliveries, and resolve routine procurement issues.
- Maintain accurate procurement and supplier records for audit and compliance purposes.
- Support asset and inventory tracking, ensuring records are updated and maintained.

## 3. Administrative and Liaison Support

- Provide general office administration support including filing, document control, and correspondence management.
- Act as liaison with government offices, banks, utility providers, landlords, and other service providers as required.
- Support office logistics such as meeting coordination, travel arrangements, workshops, and events.
- Receive, draft, and dispatch official correspondence and track follow-ups as necessary.
- Support office facilities management, including maintenance coordination and office supplies management.

## 4. Compliance, Safeguarding and Values

- Ensure all duties are carried out in line with EDT policies, including safeguarding, antifraud, health and safety, and data protection.
- Demonstrate commitment to EDT's organizational values and code of conduct at all times.
- Report any safeguarding concerns in line with EDT safeguarding procedures.

## 5. Other duties

- The post holder may be required to undertake other reasonable duties appropriate to the grade of the post, as assigned by the line manager.

## Person Specification

### Essential

- Diploma or Bachelor's degree in Business Administration, Human Resources, Management, Procurement, or a related field.
- Basic knowledge of HR and procurement procedures within donor funded projects.
- Basic knowledge of records management, document control, and audit/compliance requirements.
- Basic knowledge of confidentiality, data protection, and safeguarding.
- Proficiency in Microsoft Office applications (Word, Excel, Outlook).

## Desirable

### Experience

- Minimum 2–3 years of relevant experience in administration, HR support, procurement, or liaison roles
- Experience maintaining accurate staff, supplier, and administrative records and trackers.
- Experience supporting recruitment, onboarding, contract administration, and other routine HR processes.
- Experience coordinating office logistics, meetings, travel, or events.
- Experience working in an NGO or international development organization.

### Skills

- High level of integrity and confidentiality.
- Proactive, flexible, and solution-oriented.
- Demonstrated ability to manage multiple tasks and meet deadlines
- Strong organizational and administrative skills with attention to detail.
- Strong interpersonal skills and ability to work collaboratively.
- Good written and verbal communication skills.

## Our Values



*Education Development Trust is committed to safeguarding and promoting the welfare of everyone who comes into contact with us. We operate a zero-tolerance policy to sexual exploitation, abuse, and harassment (SEAH). Applicants must be willing to undergo safeguarding screening appropriate to the*

*post, including checks with past employers and police checks. Successful candidates will be required to sign a safeguarding declaration to confirm that they will abide by edt's safeguarding policies and procedures, including, but not limited to, Protection from SEAH, and the Safeguarding Code of Conduct.*

*Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.*