

Job Description & Role Explanation

Position: West Africa Admins Coordinator

Reports to: West Africa Operations Director

Location: Lome, Togo

Employment Type: Full Time

Office Hours: Monday-Friday 8:00 am-4:30 pm

Spiritual Life

- Being a Christian and a key leader in a Christian organization, your relationship with God must be the central focus of your life. Your outward ministry and service should be greatly fueled by your devotion to God. If this is not the case, then everything else does not matter. Quality time with God is a must for this position.
- Secondly, you must be able to take care of your family. Ensure that you are in the right relationship with your spouse and children. Ministry begins at home.
- Prayer for this partnership, including the ministries, churches, and partners involved must be a central process in all that you do.
- Should identify and be accountable to at least one other person regularly for discipleship. Our life with Christ is communal, not private, or individualistic.
- Mission-minded. Ready to share the love of Jesus with the lost, to encourage and exhort others, and to live out the gospel in all aspects of your life.

General Expectations

- Self-motivation and dedication are necessary.
- Humility and high moral character are non-negotiable in all aspects of our work.
- Ability to take part in leadership and training in regular leadership meetings.
- Conduct yourself properly with humility, gentleness, and wisdom around people/leaders who hold onto different theological positions within the Christian circle.
- The majority of your time will be spent working to help implement TTI strategies in the field.
 - Must possess the ability and desire to lead others with well-balanced confidence and humility.
 - Different countries have different cultures and customs. Understanding this is important to implement systems that lead to smooth operations.
- Regular communication and updates with the office team and our leaders and church planters in the field are required. Prompt and quality replies to emails/phone calls, WhatsApp messages, and SMS are expected. Strive to reach the leaders in the field by whatever means necessary.
- Compliance with the requirements, policies, and accountability established by TTI.
- It is also important to remember that the function of the office is to serve and support the work in the field. There should not be a controlling tone or harassment of those in the field.
- It is likely that our field staff will challenge patience and not always send reports in the right format, on time, and properly filled. Grace, mercy, and patience are needed to help them adjust to the expected level we require. However, we never stop encouraging them to raise their level of reporting.

Qualifications

- The candidate should be a born-again Christian.
- The candidate must have an experience in a Managerial position for at least 2 years.
- The candidate must be bilingual. They must be fluent in English and French both written and verbal communication.
- The candidate must be computer literate i.e., MS Excel, Word, email, Microsoft Teams, etc.
- They must have the following skills.
 - leadership skills
 - Good communication
 - Critical thinking
 - Problem-solving and conflict resolution.
 - Analytical
 - Financial/Accounting
 - Good interpersonal relationships.
 - Training
- Should be able to work in a Christian organization and work with pastors.

Administrative responsibilities

You will be working closely with the admins from the francophone and Anglophone countries.

The responsibilities will include:

- Create a positive relationship with the National Admins and understand their working environments.
- Ensuring the admins' goals for the quarter and weekly tasks are set.
- Hold the Admins accountable for their daily responsibilities according to their job description. You will be required to have a very good understanding of the admins' job description.
- Ensure that the National Admins have the necessary tools for their work/tasks i.e., credit, Data bundles, laptops, etc.
- Also, the admin Coordinator must have constant communication and meetings with the admins for encouragement, training, etc.
- Evaluate the Admins' performances at least twice a year. This will require working closely with the Reporting and Data Entry manager and the Operations Director.
- Evaluate the need for hiring or adding a new Admin and help during the recruitment process. This will require working closely with the Reporting and Data Entry manager and the Operations Director.
- Create a professional development plan for the Admins This will require working closely with the Operations Director.
- Assist with the Admins Job description update if needed. This will require working closely with the Reporting and Data Entry manager and the Operations Director.
- You will be a bridge between the Admins and the office staff.

Reporting and Data entry

- Collect and verify the quarterly reports and submit them to the reporting team.
- By working closely with the Reporting and Data Entry manager, ensure that the admins understand very well the use of the iMetrics. Plan training with either groups or individuals.
- Ensure that the complete reports are collected during the TOTs and that the reports are scanned and properly stored.
- Encourage the National admins to upload the data immediately after the TOTs to avoid piling the work.
- Ensure all the Admins have shared the stories with the Communications department.

Budget and accountability

- The Admins Coordinator will be receiving all budgets from the different National Admins, reviewing, and ensuring that everything is in order, and submitting them to the finance.
- In some countries where there is no Admin, the Admin Coordinator together with the logistics team and the Project Coordinator or Launch team, will work on all budgets, and submit to the finance for fund request.
- All the accountabilities prepared by the national admins will be reviewed by the Admin Coordinator and submitted to the finance.

Book Management

This position requires an understanding of how the TOT happens and what books are given at what TOT. The Admin Coordinator will work closely with the books printing Coordinator and National admins to ensure that the needed books are ready and available for the TOT.

The responsibilities for this position will be:

- Ensure that books needed are printed and shipped if necessary to the respective countries in collaboration with the books printing Coordinator and the national admins.
- Encourage the Admins for proper record keeping of the books inventory.

Travel

This being a field oversight role, should expect traveling within Togo and outside to the countries where TTI is working.

- You are expected to travel during some weekends and attend TOTs in some countries where there are no Admins to facilitate the administrative tasks.
- You are expected to visit rural areas with lower standards of accommodation to understand the work context for better evaluation of the admins.

Acknowledgment

I _____, have read the above job description and have fully understood it. I will abide by the policies of TTI and do my best to do all that is expected from this position. I understand that this is a contractual position. I also understand that TTI leadership has the right to terminate this contract if I don't reach the job expectations based on the performance appraisal.

Signature: _____ **Date:** _____