



Oolu International Career Launchpad (OICLP)
Location: Brusubi Phase 1, The Gambia

Terms of Reference (TOR)

Position Information

Position: Administrative & Finance Support Officer (Part-Time, 0.5 FTE)

Reporting Line: Executive Director or designated supervisor

Contract Duration: Initial six-month fixed-term contract, renewable subject to performance and organisational needs

Working Hours: 20 hours per week, with flexibility during events and programme activities

The [Oolu Foundation](#) through its Oolu International Career Launchpad (OICLP) supports secondary school students and young people to identify their strengths, interests, and aspirations in order to make informed academic and career decisions. Through career guidance, psychometric assessments, mentoring, coaching, and experiential learning opportunities, OICLP provides structured pathways into higher education, vocational training, entrepreneurship, gap-year opportunities, and employment. OICLP is committed to professionalism, accountability, innovation, and student-centred service delivery.

Purpose of the Role

The Administrative & Finance Support Officer will provide administrative, operational, and financial support to ensure the efficient day-to-day running of the OICLP office and programmes. The role requires a proactive, organised, and trustworthy individual capable of supporting student administration, financial record management, communication, and operational coordination in a professional environment.

Key Responsibilities

Administrative Support

- Coordinate daily office operations and maintain organised filing systems
- Maintain accurate student records in digital and physical formats
- Support student registration, onboarding, and documentation processes

- Schedule appointments and coordinate communication with facilitators, students, parents, and partners
- Respond professionally to enquiries and support preparation of reports, letters, and meeting notes

Finance & Record-Keeping Support

- Record and monitor student payments and maintain accurate financial records
- Prepare invoices, issue receipts, and support reconciliation of payments
- Maintain expenditure records and assist with basic financial reports
- Liaise with external accountants or service providers when required
- Ensure confidentiality and proper handling of financial information

Operational & Programme Support

- Support coordination of workshops, meetings, and programme events
- Ensure office supplies and equipment are available and functioning
- Assist with logistics, travel arrangements, and scheduling
- Support administrative coordination of future programme expansion and office setup
- Maintain a professional and welcoming office environment

Competency Requirements

Educational Qualifications

Applicants should possess a diploma or bachelor's degree in Business Administration, Finance, Accounting, Management, or a related field.

Experience

- Minimum of two years' relevant experience in administration, finance, office coordination, or related roles
- Experience within education, youth development, NGO, or service-oriented environments is an advantage

Technical & Behavioural Competencies

The successful candidate should demonstrate:

- Strong organisational and administrative skills
- Basic financial management and record-keeping competence
- Good knowledge of Microsoft Word and Excel

- Strong communication skills in English
- Ability to work independently and manage multiple priorities
- Professionalism, integrity, reliability, and attention to detail
- Strong interpersonal skills and commitment to student support and service excellence

Remuneration

- Monthly salary for 0.5 FTE: approximately €225 – €275
- Equivalent to approximately GMD 15,000 – GMD 18,500 per month
- Salary will depend on qualifications, experience, and demonstrated competencies

Additional Incentive Arrangement

The successful candidate may be eligible to receive facilitation fees for independently supporting student recruitment and engagement activities beyond normal working hours and outside existing facilitator networks, subject to approval by the Executive Director and in accordance with Oolu's operational procedures and ethical standards.

What OICLP Offers

- Flexible and supportive working environment
- Opportunity to contribute to youth development and educational access
- Exposure to international education and career development initiatives
- Opportunities for professional growth within a growing organisation
- Potential opportunities for further academic and professional development through Oolu's partnerships

Application Process

Interested candidates should submit:

- A current CV
- A short motivation letter outlining suitability for the role

Applications should be sent to: info@oolu.org

Only shortlisted candidates will be contacted.