



iDICE

Investment in Digital and Creative
Enterprises Programme

**Terms of Reference (TOR) for the Engagement of an
Administrative Officer**

for the

**Investment in Digital and Creative Enterprises
(iDICE) Programme**

Sector: Technology and Creative
Financing Agreement reference: 2000200005160
Project ID No.: P-NG-K00-009

[25th March, 2025]



1. Background

The Federal Government of Nigeria has received financing from the African Development Bank (AfDB), Agence Française de Développement (AFD) and the Islamic Development Bank (IsDB) towards the implementation of the Investment in Digital and Creative Enterprises (iDICE) Programme¹. The objective of the iDICE Programme is to promote entrepreneurship, boost innovation, create jobs, enhance social development, and achieve economic transformation by fostering growth in the digital technology and creative ecosystem, building on brownfield investments and synergies with ongoing initiatives in Nigeria.

In line with implementation arrangements, the iDICE Programme Coordination Unit (PCU) within the Bank of Industry (BOI) is seeking to engage the services of an **Administrative Officer** as part of the Programme Coordination Unit.

2. Objectives

The Administrative Officer will provide comprehensive administrative support to ensure the efficient and effective implementation of the iDICE Programme. This includes managing day-to-day administrative tasks, coordinating communication and documentation, facilitating logistics, and supporting the PCU in achieving its goals. The Administrative Officer will play a crucial role in maintaining organizational efficiency, fostering collaboration, and ensuring compliance with the guidelines and requirements of the funding agencies.

3. Scope of work

The Administrative Officer shall be responsible for a range of specific duties, including but not limited to:

- a) Provide comprehensive administrative support to the Programme Coordination Unit (PCU) to ensure smooth and efficient operations.
- b) Oversee documentation and maintenance of office files, databases, and records in line with confidentiality protocols.
- c) Serve as the primary point of contact for internal and external stakeholders, ensuring effective communication and coordination.
- d) Schedule and organize workshops and events, including preparing agendas, taking minutes, and following up on action items.

¹ More details about the iDICE Programme as documented in the Program Appraisal Report (PAR) can be accessed at <https://www.afdb.org/en/documents/nigeria-investment-digital-and-creative-enterprises-i-dice-program-project-appraisal-report>

- e) Prepare, review, and distribute programme-related documents, reports, and correspondence.
- f) Maintain accurate records of programme activities, progress, and outcomes.
- g) Coordinate travel arrangements for PCU staff, including booking flights, accommodations, and transportation.
- h) Manage logistics for programme events, including venue arrangements, catering, and equipment setup.
- i) Coordinating the procurement of office supplies and equipment, keeping accurate inventory records, ensuring timely replenishment of essential items.
- j) Ensure compliance with the guidelines and requirements of the funding agencies (AfDB, AFD, and IsDB).
- k) Assist in the preparation of regular progress reports and updates for stakeholders and funding agencies.
- l) Facilitate engagement with programme beneficiaries, partners, and other stakeholders.
- m) Support the organization of stakeholder meetings, consultations, and feedback sessions.
- n) Oversee the day-to-day operations of the PCU office, including managing office facilities and equipment.
- o) Ensure a clean, safe, and organized work environment for all staff.
- p) Other assignments as may be directed by Management.

4. Qualification and Experience

- a) A Bachelor's degree in Business Administration, Management, Public Administration, or a related field from a recognized institution. Additional certifications in office administration, project management, or related areas will be an advantage.
- b) A minimum of 2-3 years of relevant work experience in administrative or office management roles, preferably within international development programmes, government agencies, or similar settings.
- c) Experience in supporting large-scale projects or programmes, particularly those funded by international development partner organizations.
- d) Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- e) Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- f) Excellent written and verbal communication skills, with the ability to prepare clear and concise reports, correspondence, and documentation.
- g) Strong interpersonal and teamwork skills, with the ability to work effectively with diverse stakeholders, including government officials, development partners, and programme beneficiaries.

- h) High level of professionalism, integrity, and confidentiality in handling sensitive information.
- i) Proficiency in English is required. Knowledge of local languages may be an added advantage.
- j) Strong attention to detail and accuracy in performing administrative tasks.
- k) Understanding of office administration best practices and procedures.

5. Reporting and Deliverables

The Administrative Officer will report to the **National Coordinator at the PCU**. The Administrative Officer will submit reports as follows:

S/N	Deliverable	Description	Timeline
1.	Monthly Progress Reports	Detailed reports on administrative activities, progress on tasks, challenges faced, and recommendations for improvements.	Monthly
2.	Event and Workshop Reports	Summaries of events and workshops organized, including attendance, key discussions, outcomes, and feedback.	Within one week after each event or workshop
3.	Procurement and Inventory Reports	Updates on procurement activities, status of orders, and inventory levels of office supplies and programme materials.	Monthly
4.	Travel and Logistics Reports	Summaries of travel arrangements made for PCU staff, including itineraries, expenses, and any issues encountered.	Monthly
5.	Stakeholder Engagement Reports	Reports on interactions with stakeholders, including meetings, consultations, and feedback received.	Monthly
6.	Ad-hoc Reports	Reports on specific administrative tasks or issues as requested by the PCU	As needed

6. Duration and Commencement

The duration of the assignment shall be for an initial period of **one (1) year**, to be renewed annually subject to satisfactory performance. The Administrative Officer will be expected to commence work in May 2025.