Vacancy Announcement for External Resources

Posted date:- March 05/03/2020

Wolaitta Development Association invites all interested individuals who can meet the requirements to apply for the post of Project Coordinator for the Project entitled “Building Resilience and Opportunities for Youth” which is funded by European union Delegation to Ethiopia.

General Position Summary

Wolaitta Development Association (WODA) is an indigenous, not-for-profit, and local non-governmental membership-based organization, established in 1950s. It has been more actively functional in integrated development activities in Wolaitta zone in three main thematic areas; Human Capital Development, Sustainable livelihood security and Integrated Health Service in all city administration and Districts of Wolaitta Zone since December 2000 G.C.

A. Position Title

Project Coordinator for the project entitled “Building Resilience and Opportunities for Youth”

B. Duty Station: WODA Head Office with frequent field visit to Soddo Zuria, Damot Gale, and Damot Woyde Woredas

C. Open Position: Project Coordinator

D. Quantity: 1(one) Person

The "Building Resilience and Opportunities for Youth" project is to be implemented in Soddo Zuria, Damot Gale, and Damot Woyde Woredas.

E. Roles and Responsibilities of the required Project Coordinator:

- He/ She will report to the program director, and oversees the project field facilitator/s, Provide technical support to coalition partners as well as ensures quality of project activities implementation, overall project management under
his/her responsibility, reporting to donors in close collaboration with the program operation, M&E directors

- He/She ensures smooth teamwork within and across the different units and management lines within the head office and partner organizations while enhancing integration with other directorates, within WODA head office (notably the program operation section, M&E section, and the Finance & Admin directorates). Of particular importance in creating a high performing team, are the effective working relationships between program staff of the other sections mentioned here above.

- Ensures that donor reports and monitoring and monitoring and supportive supervision systems.
- Lead the overall project management.
- Undertake periodic reviews with partners in project implementation
- Ensures that project objectives are achieved, and that appropriate benchmarks, targets and performance indicators are maintained.
- Provide leadership in supporting quarterly and annual project reflection in line with project standards.

F. Application Requirements

1. Experience:- Proven quality of Project Coordination experience with:-
   - 10 years' and above relevant NGO work experience designing, implementing and/or monitoring youth and human right related projects including in connection with development activities.
   - Strong facilitation and consensus-building skills, particularly in advocacy, lobbying.
   - Strong understanding on youth policy, human right...etc.
   - ability to work independently while being a strong team player

2. Educational Qualification:-

3. Knowledge and Skills:- The applicant is required to possess:-
   - Good Computer application and reporting data management skills.
   - High level English language Communication skills
Knowledge of development and humanitarian issues, trends, challenges and opportunities, and implications to community development.

- Profound knowledge of gender equality, youth development package programs and policy of the Country.
- Knowledge of programming processes, Systems and principles, and the ability to provide leadership and support staff working at Community level and partnership
- Knowledge of logistics. Other support areas including finances, grant management, human resource management
- Knowledge of effective participatory monitoring, evaluation survey and research systems and processes

4. **Management & Communication Skills**: The applicant is required to possess:

- Effective verbal and written communication, multi-tasking, organizational skills in English
- Excellent, organizational and prioritization skills and the ability to multi-task and support and/or fill multiple positions at one time.

5. **Gender**:

- While both Males & Females are eligible for applying for the post, all females who meet the requirements are encouraged to apply
- Qualified female and young candidates are strongly encouraged to apply as we are committed to empower women and youth.

- The applicant is required to be free from any form of ethical defect and should be one with a confirmed record of exemplary qualities of respect for and committed duty.
- The applicant is required to possess the quality of working with others and treating all equally and fairly

6. **Duration of the Project**
   - For 36 months

7. **Salary and Benefits**

- 18,324 (Eighteen Thousand Three Hundred Twenty Four) ETB.
8. **Duration of Application**

Applicants can submit applications together with CV, three references and Original testimonials with non-returnable copies of documentations within 5(five) working days beginning from March 05/03/2020 G.C. Applications will not be returned and will not be retained for future recruitment efforts. In order to ensure fairness to all applicants personal inquiries are not permitted. Only candidates that are short listed will be acknowledged and called for interviews.

9. **Where to Apply**

- Applications submitted to the **Wolaitta Development Head office** Human Resource Development Management Department office (Room No. 10) during regular working time.
- The application must be done by personally appearing at the office of Human Resource Development Management Department.
- Deadline for applications:- Wednesday/ 11/03/2020 at 5:00 PM

**Contact Address for more Information**

Telephone Number: - 046-551-52-66
Vacancy Announcement for External Resources

Posted date:- March 05/03/2020

Wolaitta Development Association invites all interested individuals who can meet the requirements to apply for the post of Project Field Facilitator for the Project entitled “Building Resilience and Opportunities for Youth” which is funded by European Union Delegation to Ethiopia.

General Position Summary

Wolaitta Development Association (WODA) is an indigenous, not-for-profit, and local non-governmental membership-based organization, established in 1950s. It has been more actively functional in integrated development activities in Wolaitta zone in three main thematic areas; Human Capital Development, Sustainable livelihood security and Integrated Health Service in all city administration and Districts of Wolaitta Zone since December 2000 G.C.

G. Position Title

Project Field Facilitator for the project entitled “Building Resilience and Opportunities for Youth”

H. Duty Station: Soddo Zuria Woreda

I. Open Position: Project Field Facilitator

J. Quantity: 1(one) Person

K. Roles and Responsibilities of project Field Facilitator:

- He/ She will report to the project Coordinator, and make daily project field works, ensures quality of project activities implementation and responsible for overall project field deliveries under his/ her responsibility.
• Undertake periodic reviews with local government and youth associations in project implementation.

• Responsible for the implementation of partners activities which will be delivered in his/ her woredas

• Closely works with local government, youth, associations and faith based organizations for success of project objectives

L. Application Requirements

10. Experience:- Proven quality of project facilitation experience with:-

➢ 10 years' and above relevant NGO work experience designing, implementing and/or monitoring youth and human right related projects including in connection with development activities.

➢ Strong facilitation and consensus-building skills, particularly in advocacy, lobbying.

➢ Strong understanding on youth policy, human right...etc.

➢ ability to work independently while being a strong team player

11. Educational Qualification:-

➢ MA/MSc in Agricultural Economics, Rural Development, and Planning, Agricultural Business, Economics, Development Studies, Livelihood and Poverty Reduction, Development Management, Agronomy

12. Knowledge and Skills:- The applicant is required to possess:-

➢ Computer application skills.

➢ High level English language Communication skills

➢ Motorbike driving license

➢ Knowledge of advocacy issues, trends, Challenges and opportunities and implications to community development.

➢ Profound knowledge of gender equality, youth development package programs and policy of the Country.
Knowledge of programing processes, Systems and principles, and the ability to youth community mobilization at community level and relation with local government, faith based organizations, youth associations

13. Management & Communication Skills:- The applicant is required to possess:-

- Effective verbal and written communication, multi-tasking, organizational skills in English
- Excellent, organizational and prioritization skills and the ability to multi-task and support and/or fill multiple positions at one time.

14. Gender:-

- While both Males & Females are eligible for applying for the post, all females who meet the requirements are encouraged to apply
- Qualified female and young candidates are strongly encouraged to apply as we are committed to empower women and youth.

- The applicant is required to be free from any form of ethical defect and should be one with a confirmed record of exemplary qualities of respect for and committed duty.
- The applicant is required to possess the quality of working with others and treating all equally and fairly

15. Duration of the Project

- for 36 months

16. Salary and Benefits

- 12,316(Twelve Thousand Three hundred Sixteen) ETB.
- Pension is already deducted
- Severance will be provided at the end of the project

17. Duration of Application

Applicants can submit applications together with CV, three references and Original testimonials with non-returnable copies of documentations within 5(five) working days beginning from March 05/03/2020 G.C. Applications will not be returned and will not
be retained for future recruitment efforts. In order to ensure fairness to all applicants personal inquiries are not permitted. Only candidates that are short listed will be acknowledged and called for interviews.

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