



COOPERATION >

## VACANCY ANNOUNCEMENT

### LIVELIHOOD PROGRAM OFFICER

**OPENING DATE:** Tuesday July 24, 2018; **CLOSING DATE:** Tuesday July 31, 2018

#### Organization profile

Interchurch Organization for Development Cooperation (ICCO Cooperation) is an international non-governmental organisation founded in 1964 and implementing programs with partners in Central, Eastern and Southern Africa since the 1980s.

Our vision is a just world without poverty. A world where people claim and assume their rights in a sustainable civil society.

To strengthen its operations in Ethiopia, ICCO would like to invite qualified applicants for the position of **Livelihood Program Officer**.

The program officer is responsible to provide technical support in value chain development, food security and Disaster Risk Reduction projects/programs development and implementation. Among others the livelihood program officer will have fundraising and communication roles.

#### Job summary:

The livelihood program officer provides support in the program development and implementation for growth and sustainable operation of the Ethiopian country office to bring bigger positive impact in the livelihood of the targeted population.

**Reporting:** The program officer reports to Country Manager. The program officer works in a multidisciplinary team and works in direct cooperation with program and finance team.

**Duty station:** Addis Ababa, Ethiopia

**Position type:** National Staff based on Ethiopia Country Office Salary Scale

**Contract type:** Fixed term contract – two year with possibility of renewal based on performance

#### Duties and responsibilities

- Develop/contribute to development of quality funding proposals to be submitted to potential donors.
- Establish good network with like-minded organizations and potential donors.
- Contribute to ICCO's learning, exchange and knowledge-sharing
- Contribute to ICCO's policy development and to the development of strategic planning.
- Contribute to learning, exchange and knowledge-sharing

- Contribute to policy development and to the development of strategic planning.
- Prepare periodical thematic/programs plans.
- Contribute to communication/visibility regarding activities and policies of ICCO Cooperation in Ethiopia and beyond
- Provide feedback and advice to ICCO's local partner organizations, when needed.
- Identify bottlenecks and opportunities in the context and partner organizations on regular basis and report to management for necessary actions
- Stimulating linking and learning within ICCO's networks and beyond
- Cooperate with business partners active in the program implementation and other program stakeholders
- Compile periodical project/program plan and reports.
- Represent ICCO in relevant forums, networking events, meetings, etc. when necessary and
- Perform additional relevant tasks assigned by the Country Manager.

#### **Key result areas**

- Linking, networking and fundraising
- Monitoring and analysis of calls for proposals
- Ensure effective monitoring, evaluation and learning in projects/program implementation
- Ensure effectiveness of FNS theme knowledge management

#### **Person specifications**

##### **Qualifications and skills needed**

- Good knowledge of the social, economic and political situation in Ethiopia
- Special skills, knowledge and experience in program designing and fundraising
- Knowledge of food security, value chain development and disaster risk reduction.
- Proven track record of effective project/program management particularly related to project start-ups.
- A graduate or post graduate in agriculture, agricultural economics, economics, development studies or other related fields coupled with 6 years of relevant experiences for bachelor's degree or four years for masters degree.
- Negotiation skills
- Fundraising skills
- Networking and facilitation skills
- Training facilitation skills
- Good communication skills, including intercultural communication and communication with ecumenical actors
- Good experience in fundraising

##### **Competences needed**

- Open
- Integrity
- Innovative
- Strategic thinking
- Entrepreneurial and commercial thinking
- Reliable
- Result driven
- Independent team worker
- Affinity with the protestant character of ICCO and Kerk in Actie

##### **Working conditions:**

- 40 hours a week

