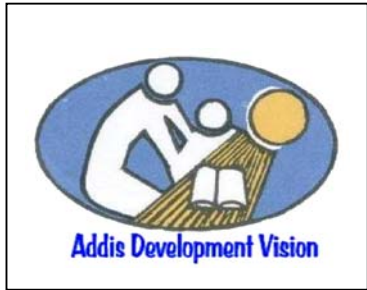


Addis Development Vision Vacancy Announcement No. 1/2009



Addis development Vision (ADV) is a Volunteer based, Non-Political, Not-for-Profit National NGO working to improve the lives of disadvantaged groups. Currently, ADV with the financial support of the European commission Civil Society fund in Ethiopia is launching a new **"Enhancing Civil Society organization Engagements on Women's Empowerment"** project in selected Wereda's of Addis City Administration.

To implement this program, Addis Development Vision (ADV) is looking for qualified and experienced professionals to fill the following vacant posts.

1. Job Title: Capacity Building Officer

Job Ref. code: ADVECSF/2/2009

Location: Addis Ababa

No. Of vacant post: One

Major Duties: -

- Assist the coordination and management of the project
- Work as the secretary of the Program Team
- Prepare detail work plan and establish appropriate implementation mechanism of the capacity building works
- Work closely with the project manager to select women associations to participate in the program
- Conduct initial need assessment of each participating partners organization and associations
- Develop work plans in cooperation with identified partners women empowerment officers and CBOs
- Utilize available services valuable for organizational development
- Responsible for providing gender training to partners, stakeholders and beneficiaries
- Promote guidelines on gender(mainstreaming, analysis, M&E etc.) for partners
- Develop partnerships with women associations and develop innovative program
- Support the gender based violence program of partner organizations
- Liaise and support all technical program staff of partner organizations in their women empowerment work
- Prepare teaching materials appropriate to the local situation
- Initiate actions to prevent the occurrence of any women's right violation particularly gender based violence
- To assist in proposal writing and reporting to Donors with regard to women empowerment
- To develop innovative approaches to expand and develop ADV's women empowerment program

Desired Qualification and Experiences

- At least B.A. degree in gender studies or social development and related fields
- Experience in women empowerment orientation
- Good Communication skill

- Experience in developing and delivering training programs
- Ability to work with diverse groups of people
- Experience in gender based violence
- Excellent spoken and written English
- Excellent computer skills

Salary: As per the salary scale of the organization

Terms of employment: - one year contract with possible extension

2. Job Title: Women Empowerment officers
Job Ref. code: ADVECSF/3/2009
Location: Addis Ababa
No. of vacant post: Two

Major Duties: -

- Develop innovative approaches to empower poor women
- Initiate and carry out violence related community conversations, capacity building trainings and awareness rising education at grass root level
- Coordinate and supervise community conversation facilitators and other civic education programs
- Train women and facilitators on women human rights
- Raising the awareness of grass root CBOs about the internal and external environment so as to have clear picture of their organization
- Liaisons the grass root program activities with Local Administration, partner NGOs and CBOs
- Work in collaboration with Woreda and Kebele Women & Children affairs office.
- Develop teaching materials and organize Community education programs
- Document and report activities

Desired Qualification and Experiences

- BA degree in gender studies or Community development and related fields
- Experience in women empowerment orientation
- Educate knowledge and experience of women right instruments
- Excellent communication skill
- Strong motivation to promote women's issue.
- Experience in developing and delivering training programs
- Ability to work with diverse groups of people
- Experience in gender based violence
- Excellent spoken and written Amharic

Salary: As per the salary scale of the organization

Terms of employment: - one year contract with possible extension

Interested applicants who meet the above criteria are invited to apply in person or send their documents within 10 days of this announcement appear through the following address:

Addis Development Vision (ADV) Mekanissa, Kebele 02 (In front of Kebele 02 Youth center)

Tel. 0113213872P.O.Box 12017

Addis Ababa

* ADV strongly encourages Female candidates to apply.

** Only short listed candidates will be contacted for an interview/exam

*** Documents will not be returned.