

CHRISTIAN RELIEF AND DEVELOPMENT ASSOCIATION

VACANCY NOTICE

- The ability to use a computer and other IT to support all aspects of his/her duties.
- Knowledge of general business procedures such as personnel planning and management and property management and control.
- Must possess a good knowledge of NGOs' development endeavors

Additional Requirements

- A minimum of 7 years of leadership or management experience specific to NGOs/CSOs
- Well proven integrity and commitment to the values of NGOs/CSOs (e.g. NGO code of conduct)
- No affiliation to any party politics in an official capacity*

TERMS OF EMPLOYMENT: Long Term Contract with three months probation

SALARY: As per the CRDA scale

WOMEN WITH THE REQUIRED QUALIFICATIONS ARE ENCOURAGED TO APPLY

Copies of the following documents should be enclosed with the application.

CV, 3 references, copies of Degree and work experience certificates.

Telephone No., email and P.O Box No. of applicants should be stated on the application.

DOCUMENTS WILL NOT BE RETURNED
CANVASSING WILL AUTOMATICALLY DISQUALIFY

Closing Date: Three Weeks from the date of this announcement

Applicants are requested to submit their applications and the above mentioned documents to Ato Asrat Gamo, CRDA P.O.Box 5674, Addis Ababa or email to crda@ethionet.et with the subject "application for Senior Advisor Position"

* The CRDA By-laws restricts individuals holding position in a governing body/ leadership of any political party from assuming leadership position in CRDA.