



## **INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

ChildFund Ethiopia is an international, non-profit, child protection organization working in four regions of Ethiopia. ChildFund Ethiopia is looking for qualified personnel to fill the post of:

### **Project Coordinator-Child Protection and Gender Based Violence**

#### **Summary of Duties and Responsibilities:**

The Project Coordinator- Child Protection and Gender Based Violence (GBV) will manage the implementation of the Child Protection and Gender-Based Violence prevention project in Shashemene and Siraro Woredas. The Project Coordinator will lead and supervise the project staff, build local capacities to address child protection issues, facilitate operational and program support to relevant government bureaus, community-based organizations and local child protection committees.

#### **Specific Duties and Responsibilities**

- Lead the physical and financial planning and implementation of project activities in both Shashemene and Siraro woredas.
- Provide technical backups for project officers in implementing the project activities.
- Supervise and administer the project personnel, equipment and materials.
- Approve the budget and spending plan of the project in consultation with the Program Manager
- Support and encourage efforts of the community promoters and other support staff in the attainment of the objectives of the project.
- Ensure that the goals and objectives stated in the project proposal are well understood by concerned bodies and strive for their successful accomplishment.
- Develop concept paper to seek funding for various components of the project
- Conduct regular assessments on the project implementation process and document the findings both electronically and in printing forms.
- Prepare activity and financial reports

#### **MINIMUM REQUIREMENTS**

**Education** : Degree in social sciences e.g. sociology, social work, rural development or related discipline

**Experience:** Demonstrated record of experience in planning and implementing projects for women and children for a minimum of 5 years

**Skills:** Planning and implementing child protection and gender activities; training and mobilizing women and children; writing concept papers; working with local authorities and community based organizations

**Salary:** Based on qualification and experience

**Place of work:** Shashemene Town with frequent field travel to Siraro

**Ability to communicate in Oromiffaa as asset. Qualified women are highly encouraged to apply**

Qualified candidates should send an updated non-returnable CV, copies of supporting documents and a motivation/cover letter to: [office@ethiopia.childfund.org](mailto:office@ethiopia.childfund.org) on or before November 23, 2009 to:

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