



LIVE – Addis Ethiopian Residence Charity

VACANCY ANNOUNCEMENT

LIVE-Addis Ethiopian Residence Charity is an indigenous non-governmental organization which was established in May 2005.

The overall *goal* of the organization is: *to enable poor households to improve their livelihood in the target area through vulnerable youth as an entry point*

LIVE-Addis would like to invite dynamic and creative applicants for the following position.

Position	Project Development Officer
Duty station	Addis Ababa
Terms of employment	Definite period contract with possible extension

Main responsibilities

- Develop and review project proposals as per the organization mission, vision statement and objectives
- Produce monthly, quarterly and annual project progress reports and terminal reports to all concerned government offices and donors
- Initiate and conduct small-scale researches on youth unemployment and employment and/or self employment opportunity
- Together with other staff review and develop strategic plan
- Develop and review working manuals and procedures and supervise the proper implementation
- Guide and lead and participate in the selection and screening of project participants/beneficiaries, selection and screening of training centers and monitoring of training centers
- Establish and maintain cordial working relationship with local , regional government bodies
- Guide, supervise and coordinate the provision of marketable vocational and life skills training to vulnerable youth.
- Establish and maintain linkage and working relations with relevant stakeholders so as to ensure holistic progress of beneficiaries
- Facilitate the placement of the trained youth through employment/ and / or self-employment and assess their progress attained through follow-up and impact monitoring assessment so as to ensure their sustainable economic independence.
- Directly manage follow-up agents , assign tasks and responsibilities accordingly and ensure all activities are in line with agreed programs and procedures
- Train them on systematic data collection and documentation
- Represent LIVE-Addis different forums

Qualifications and Experience Required

- First Degree in any of the social sciences with min.3 years relevant experience or
- NGO experience preferable
- Fluent spoken & written English
- Computer Literate- familiar with basic computer applications
- Ability to work with minimum supervision and as a member of multidisciplinary team
- Excellent interpersonal communication
- Good character and ability to work under pressure
- Good leadership , administrative and excellent report writing skills

Salary: **As per the organization scale**

Closing date: **7 days from the date of the announcement**

Interested applicants should send their C.V and supporting documents to:

Address: Lideta Sub-City Kebele 12 House No.336 located about 200m up the hill

between the department of immigration and Gola Michael Church.

Phone 011-553-42-17 / 0911- 24-59-47

P.O.Box 28558 code 1000

E-mail: liveaddis@ethionet.et

Female candidates are encouraged to apply.

Only short listed candidates will be contacted