Vacancy Announcement

Catholic Relief Services/Ethiopia (CRS/Ethiopia) is a faith-based relief and development agency working to alleviate human suffering and foster human development in Ethiopia since 1958. Its goal is to reduce poverty in Ethiopia by promoting integral human development working through local partner organizations. CRS/Ethiopia invites interested qualified candidate to apply for one year employment contract with possibility of extension for the following position:

**Position Title:** Project Officer II, Food Security

**No. Required:** 1

1. **Major Responsibilities:**

   To supervise planning, implementation, monitoring and ensure that Multi Year Assistance Program /MYAP/ portfolio implemented by partners in accordance with CRS/ET’s and donor policies and guidelines;
   To supervise capacity building of CRS/ET and local implementing partners in collaboration with other sectors; and
   To assist the Program Manager by acting as a contact and liaising person for day-to-day relations with local implementing partners.

2. **Specific Duties**

   2.1 **Supervisory Role**

   - Supervises management and implementation of MYAP/PSNP program through site visits, review of reports, meeting with implementing partners and through other means of communication (email, telephone, fax, etc);
   - Reviews partners’ MYAP/PSNP detail implementation plan and closely monitor physical activities are in line with the DIP and inform the Program Manager on any discrepancies;

   2.2 **Technical Assistance/Support**

   - Assists the Program Manager by making close follow-up of program implementation review needs in CRS/ET’s and partners’ areas of operation and come up with recommendations for CRS/ET’ and its partners’ intervention and assist the Program Manager in preparing a concept paper/project proposal for intervention; and periodic reports submitted to the donor and government,
   - Enhances and builds teamwork with all country program staff;

   2.3 **Data Collection and Reporting**

   - Reviews the existing MYAP data collection and reporting formats and make recommendations for improvement to facilitate monitoring and reporting. In collaboration with the M & E and Learning unit develop other monitoring tools for regular assessment of progress against set objectives;
   - Ensures that partners submit required reports as per the agreed reporting calendars. Follow up on any delays/discrepancies and ensure that actions are taken as required. Review reports from partners and assist the Program Manager in the preparation of technical progress reports and ensure the timely submission of quarter, semiannual and annual progress report to USAID;
   - Ascertains that reporting requirements of the Donor is met and recommend ways for further improvement;
2.4 **Assisting Partners**

- Assists partners to maintain close and healthy relationship with respective government offices and the Agency;
- Assists partners to carry out on going monitoring and assessment / evaluation of the project results/outcomes; and ensure program learning is drawn from monitoring and evaluation outputs;

2.5 **Conducting Monitoring and Evaluation**

- Conducts regular monitoring visits to program/projects sites and submit field trip reports within a week after visit;

2.6 **Work Relationship**

- Works closely with Finance and Logistics Departments to make sure that project advances and food transfer are made on a timely basis;
- Works closely with Health, Water and Sanitation, Ag/NRM, M & E and Program Quality Unit staff to ensure that CRS/ET’s program quality standards and integration among programs are adhered to all food security/emergency activities;

2.7 **Financial Management**

- Reviews financial documents and accompanying liquidation reports from partners for accuracy and ascertain that project expenses are in line with approved budget line items;
- Strengthen and maintain partners budget tracking system and regularly update partners about their fund utilization status
- Work closely with the project account and support the program manager in fund management
- Reviews reports from Food Monitors and Auditors and ascertain that recommendations that pertain to food security are acted upon by partners accordingly;

2.8 **Needs Assessment and capacity Building Interventions**

- Identifies training needs of partner and program staff in food security and facilitate training programs in accordance to quality standards established by CRS and other agencies, where relevant;

2.9 **Documentation**

- Ensures that all relevant documents are properly maintained in file according to the established (or improved) filing systems;

2.10 **Field Visits**

- Participates in field visits of donor, government, partners and Headquarters staff, etc.,;

2.11 **Representation**

- When delegated, represents CRS/Ethiopia in MYAP/PSNP and DPPA or other meetings as required;
- Performs other related duties as required.
3. III. Minimum Requirement

MA/MSc Degree with relevant field with 3 years relevant experience
OR
BA/BSc in a relevant field with 6 years of relevant experience

Additional Requirements include:

- Good knowledge of technical administration practices
- Good understanding of Food Security/MAYP issues and analytical skill
- Good communication skill and diplomacy
- Analytical and planning skills
- Team player with good facilitation skills and objective oriented
- Ability to write reports and effectively present information
- Ability to work effectively under stressful conditions
- A high level of computer literacy

Salary: Negotiable
Duty Station: Addis Ababa with frequent field travel
Deadline: February 3, 2011

Interested qualified candidates should cite this advertisement and submit a CV to:

E-mail: pofs@et.earo.crs.org

OR

Catholic Relief Services
Human Resources Department
P.O.Box 6592
Addis Ababa

**Qualified Women are encouraged to apply**

- Candidate should include their full postal address and telephone number
- Application documents are non-returnable
- Hand carried applications will not be accepted.
- Phone solicitations result in the rejection of the application
- Only candidates selected for interview will be contacted