

Vacancy Announcement

Job Title: Project Manager, Friends of Ethiopian Diaspora Trust Fund Funded Projects

Organization: Friends of Ethiopian Diaspora Trust Fund Inc.

Duty Station: Addis Ababa, Ethiopia

Term: Part-time initially for 1 year with a possibility of extension

Required Languages: Excellent written and oral communication skills in Amharic and English. Knowledge of other Ethiopian languages is an asset.

Closing Date: May 20, 2022, at 11:59 pm Eastern Standard Time

The Friends of Ethiopian Diaspora Trust Fund Inc. (Friends of EDTF) hereby invites interested and qualified individuals to submit their application for the position of Project Manager for Friends of EDTF Funded Projects in Ethiopia. The position will be based in Addis Ababa, Ethiopia, and reports to the Grants Review and Monitoring Committee of the Friends of EDTF located in the United States. The position is open to Ethiopian nationals and Ethiopian Diaspora only.

Background

The Friends of EDTF is a tax-exempt nonprofit organization established in the United States of America under the Delaware General Corporation Law. The objective of Friends of EDTF is to mobilize voluntary contributions from the Ethiopian Diaspora, other individuals, companies, foundations, and non-governmental organizations who wish to support people-focused development projects in various parts of Ethiopia. The vision of Friends of EDTF is to financially support projects that promote inclusive development and impact the livelihoods of all Ethiopians.

In August 2020, Friends of EDTF announced funding to non-profit organizations in Ethiopia to finance five development projects. The five Friends of EDTF funded projects and their respective implementing partners are: (i) Specialized Services for Children with Disabilities Construction of special needs education units for disabled and neglected children in selected primary schools in 3 Woredas of Amhara Region, North Shewa Zone (Help for Persons with Disabilities Organization (HPD-O)); (ii) Education for Orphans and Vulnerable Children Early Childhood Care and Education Services for Orphans and Vulnerable Children (OVC) at Woreda 06 of Addis Ababa (Hiwot Integrated Development Organization (HIDO)); (iii) Water Supply for Hard-to-Reach Communities Promotion of Safe Water Supply, Hygiene and Sanitation - For hard-to-reach communities using renewable energy in Afar and Tigray Regions implemented (Pro Development Network (PDN)); (iv) Improving Children Learning Environment Improving children's learning environment in four primary schools in Oromia Regional State implemented (Gurmuu Development Association (Gurmuu)); and (v) Hygiene and sanitation promotion education and

practices in *Kolfe Keraniyo* Sub-City *Qoshe* area of Addis Ababa (Korah Great Hope Charity Organization (KGHCO)).

In January 2022, Friends of EDTF and the Ministry of Education of the Federal Democratic Republic of Ethiopia jointly launched a 3 million dollars ‘Building Forward’ Project to reconstruct four secondary schools in the most war-affected regions of Ethiopia. The four schools will be constructed in the Afar and Amhara regional states, two in each region, to serve a total of 3,840 students. This project will contribute to meeting the critical need to provide education in war-affected areas. The Ministry of Education is currently carrying out design works and will soon start construction work. The Building Forward Project is expected to be completed within one year.

Friends of EDTF will continue its financial support to other development projects in Ethiopia.

Duties and Accountabilities

The Project Manager will be the Friends of EDTF local contact person regarding project funding, monitoring, evaluation, and reporting of all Friends of EDTF funded projects in Ethiopia. Specifically, the Project Manager will be responsible for the following areas of work:

- Engage with implementing organizations, including government offices, non-governmental organizations (NGOs), civil society organizations (CSOs)); and other stakeholders to ensure the successful implementation of Friends of EDTF funded projects.
- Follows up and monitors project implementation of Friends of EDTF funded projects by working closely with the Grants Review and Monitoring Committee and other Committees of Friends of EDTF regarding agreed procurement, recruitment, and implementation practices of implementing organizations.
- Ensures timely submission of quarterly, annual, and other relevant reports as per the requirements of the project agreements or memorandum of understanding between Friends of EDTF and implementing partners.
- Organizes capacity-building activities such as training and awareness sessions for Friends of EDTF implementing organizations on project preparation, monitoring, evaluation, and reporting.
- Receives and timely transmits new project proposals for review to the Grants Review and Monitoring Committee for possible approval and funding.
- Prepares “Guidance Notes” to implementing organizations on project preparation, implementation, monitoring, and reporting.
- Works with national, regional, sub-regional and local structures to foster knowledge of the Friends EDTF’s missions and objectives, leading to the submission of quality project proposals for approval and funding.
- Contributes to the preparation and maintenance of the Friends of EDTF policies and procedures and templates/formats for submission, review, and approval of new funding requests.
- Conduct organization capacity assessment of potential implementing partners.

- Establishes and maintains excellent partnership and clear and effective communication with media agencies, government institutions, Ethiopia’s development partners, NGOs, CSOs, and other stakeholders regarding Friends of EDTF funded projects.
- Provides relevant and timely updates on the activities of the Friends of EDTF funded projects to keep abreast of the Friends of EDTF Board.
- Prepares timely summary documents such as project pipelines, approved projects, progress and evaluations reports, etc., on the Friends of EDTF website to keep abreast of stakeholders of the Friends of EDTF.
- Prepares various communication materials on the funded projects, such as press releases, flyers, reports, etc., to be used by the Friends of EDTF across multiple communication platforms and outreach activities to promote the work of the Friends EDTF to support resource mobilization.
- Performs other duties the Grants Review and Monitoring Committee deems necessary for the Friends of EDTF.

Qualifications and Experience

- Undergraduate degree in social sciences or development-related studies required, graduate degree highly preferred.
- 5-7 years of relevant work experience with development projects, with at least three years of experience in project management and/or grants management, monitoring, and evaluation.
- Excellent oral and written communication skills, including copy-editing deliverables and preparing information for presentations to internal and external stakeholders.
- Excellent Computer skills such as Microsoft Office application.
- Proven experience in project design, implementation, and evaluation.

Competencies

Functional Competencies:

- Ability to work closely and establish positive relationships with local structure and to engage with various stakeholders.
- Capacity to impart knowledge and carry out successful outreach and use monitoring and evaluation tools.
- Ability to multi-task effectively, including having excellent planning, organizational skills, and the ability to work under pressure.
- Communicates in a clear, precise and structured way, presents effectively.
- Analytical and problem-solving skills.
- Ability to work closely and establish positive relationships with international, national, regional and local structure and to engage with various stakeholders.

Core Competencies:

- Awareness of and sensitive to working in multiple socio-economic settings and with multi-cultural groups.
- Energetic and positive attitude with strong interpersonal and intrapersonal skills.
- Flexibility and team approach to programmatic work.
- Willingness to take initiative, work independently and think creatively.

This position requires travel to project sites including outside of Addis Ababa.

Friends of EDTF is an equal opportunity and inclusive employer.

Friends of EDTF will offer a competitive compensation package based on locally prevailing hourly or daily rates.

To be considered for this position, please send your application, comprising a cover letter, resume and three reference letters from individuals and/or entities who know you in professional capacity, to the Friends of EDTF Grants Review and Monitoring Committee: yehenewt@gmail.com. Applications submitted after the May 20, 2022, deadline will be automatically rejected.

Only shortlisted candidates will be invited to interview with the Grants Review and Monitoring Committee.