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Population Health and Environment – Ethiopia Consortium (PHE EC)

Vacancy Announcement

Position Title:	Project Coordinator
Reports To:	Executive Director
Duty Station:	Metu, Illu Abba Bora Zone, Oromia region
Contract Duration:	Fixed term contract, one and half year
Deadline:	July 4, 2014

Population Health and Environment Ethiopia Consortium (PHE EC), based in Addis Ababa is seeking to recruit high caliber and experienced candidate for the position of Project Coordinator under the project ‘Network Creation and Capacity Building in Yayu Biosphere Reserve’. The project will be implemented in partnership with Oromia Forest and Wildlife Enterprise.

REQUIRED QUALIFICATIONS & EXPERIENCES

- Master’s Degree in natural resources, forest management, environmental or conservation management, or relevant fields.
- Has at least 5 years of practical experience in managing project/programs related to the project at hand, 2 years of which should be in leading teams or projects.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Organize and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources
- Establishes, builds and maintains effective working relationships with staff and partner organizations to facilitate the provision of support
- Excellent communication in English and Oromifa language both written and oral, report writing and documentation skill.
- Has the experience of working in multi-cultural environment and local communities.
- Has the ability to synthesize and analyze information critically.
- Has excellent interpersonal skills and a demonstrated ability work in a team environment.
- Excellent computer skills, including Microsoft word, Outlook, Microsoft Excel, Power Point, SPSS, Database Software’s and Social Media tools such as Face book, LinkedIn, and Twitter for the benefit of the work.

PRINCIPAL RESPONSIBILITIES

- Serve as the primary point of contact for Project Implementers.
- Work with Oromia Forest and Wildlife Enterprise (OFWE), Environment and Coffee Forest Forum and other partner organizations to implement the project in Yayu Biosphere Reserve
- Coordinate partners, and other collaborators
- Establish and maintain task forces composed of partners and stakeholder to full fill the objective of the project
- Provide appropriate leadership within the overall team concept, while at the same time, maintaining personal accountability for success.
- Make sure that all the aims of the project are met
- Coordinate and collaborate with Project Implementers to ensure timely communications.
- Organize National, Regional and local stakeholders meetings and workshops
- Organize and deliver trainings for local communities and professionals
- Attend all relevant meetings representing the organization and maintaining contacts with all stakeholders
- Oversee budget, financial tracking and compliance with financial reporting processes
- Develop and submit periodic reports for the donor and PHE EC
- Perform other duties as required

SALARY

- As per the organization standard (based on past salary scale and other factors)

Application Instructions

We invite all candidates meeting the required qualifications to send applications including a cover letter, detailed CV and copy of supporting documents via PHE Ethiopia Consortium, P.O.Box 4408, Addis Ababa, Ethiopia or through E-mail pheethiopia@gmail.com, info@phe-ethiopia.org by clearly indicating the position title in the subject of the email or in person to the PHE – Ethiopia Consortium office located at Mamitu Building 3rd floor in front of Bole St. Medhanealem Church, next to Edna Mall.

Qualified Women are highly encouraged to apply

NB. Only short listed candidates will be contacted.

Application Deadline: July 4, 2014