Job description: Project Assistant, Ethiopia

Job Title: Project Assistant, Horn of Africa
Location: Jigjiga, Ethiopia
Reporting to: Project Manager, Ethiopia
Duration: Fixed term contract until 30 September 2022

Conciliation Resources

Conciliation Resources is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide.

Conciliation Resources has been active in the Horn of Africa since 2012. Our work predominantly focuses on Ethiopia and Kenya and to a lesser extent Somalia. The Ethiopia work aims to promote inclusive political transition and reconciliation processes in the Somali regional state, which contributes to peace and stability in Ethiopia. The Horn of Africa programme is committed to continuing to work in Ethiopia and Kenya as well as crosscutting themes of promoting peacebuilding and good governance across the Horn of Africa region. We would also like to develop the programme to meet new demands working with new partners in new areas.

Job purpose

The Project Assistant provides administrative and logistical support necessary for the implementation of the Ethiopia programme. The post holder will provide support to the team in Jigjiga, its liaison with partners, contribute to financial and narrative reporting and make logistical arrangements for programme implementation and events. The Project Assistant will be based in Jigjiga, reports to the Ethiopia Project Manager and will work with another Ethiopia Project Manager, Ethiopia Finance Project Officer and an Ethiopia Programme Officer based in Jigjiga, Ethiopia.

Specific responsibilities and tasks

a. Administrative and Logistical support

Provide logistical, financial and administrative support to finance and programme staff including database management, proper documentation, maintaining vendor relationships, in-person payment runs to service providers, e.g., payment for wifi services, payment of taxes etc.

Develop and maintain a filing and record keeping system for the Jigjiga office.

Provide logistical, financial and administrative support to workshops and other events undertaken by the programme, including travel arrangements, arranging venues, accommodation, communicating with participants on logistics, handling attendance sheets, expenses, invoices and receipts.

Providing logistic and administrative support to travelling members of the team by booking transport and accommodation, drafting risk assessments, arranging cash advances, and consolidating expenses and trip reports on the traveller’s return.
Develop and maintain timesheets for the team where required by donors.

Participate in monthly line management meetings and regular performance appraisals.

Comply with internal information management systems, including entering data in monitoring and evaluation databases to ensure we are monitoring our activity and impact.

Handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

Input contacts and information onto our databases, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.

b. Representation and Networking

Build and maintain relationships with service providers in Jigjiga and Addis Ababa.

c. Financial management

Support the timely and accurate processing of financial transactions for the programme. Process invoices and expenses claims from project staff, consultants and service providers, following Conciliation Resources’ financial management procedures.

Prepare and process programme staff’s financial trip reports, transfer requests, travel advance requests and other programme expenditure documents, assist in setting up bank reconciliation, ensuring appropriate coding and in liaison with the Finance team.

Assist in processing partner reports by checking receipts against report entries, and flagging any queries. Ensure that partner reports are coded accurately and that all necessary supporting documents are filed appropriately, electronically and/or in hard copy.

d. Personnel management

Oversee the day-to-day work of cleaning and security staff.

Ensure they adhere to Conciliation Resources’ security and safeguarding policies and guidelines when working.

e. Learning

Engage in programme and organisational learning, through programme reviews, regular monitoring and evaluation and participate in relevant organisation learning events (including short downloads, brownbag lunches, organisational retreats and other activities).

f. Other

Perform additional tasks, consistent with the skills and expertise of the post-holder, as requested by their line manager, the other Ethiopia Project Manager or the Africa Department Director.
Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources’ Code of Conduct.

Person specification

Essential knowledge, skills and experience

- Spoken or written Somali and Amharic
- Intermediate English
- Experience of working in an administrative and support position to a team.
- Interest in peacebuilding and conflict transformation processes.
- Experience of financial administration including processing finance reports, receipts or invoices, that requires a high level of attention to detail.
- Experience of supporting the organisation of events, including providing logistical support to participants from overseas.
- Experience of working with databases, handling diverse sources of information and maintaining filing systems.
- Experience of liaising with external partners and service providers.
- Ability to summarise and convey information accurately and concisely.
- Willingness to work irregular hours occasionally and to undertake occasional travel.
- Commitment to, and experience of, team and cross-organisational working.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivities.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Good computer and IT skills, including experience working with Microsoft Office software packages, databases, email and the internet.

February 2022