

## **Job description: Project Officer, Ethiopia**

Job Title: Project Officer, Ethiopia

Location: Addis Ababa/ Jigjiga, Ethiopia

Reporting to: Programme Manager, Ethiopia

Duration: Fixed term contract until August 2026

Salary & Benefits: Annual Gross salary £17,740.00 including employer pension contribution

### **Conciliation Resources**

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond. Conciliation Resources (CR) is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. For over 25 years, we have been making peace possible. We currently have over 100 full and part-time staff members, working mainly out of the London and Australian offices. We work with over 70 locally-based and international partners 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. We have locally-based staff-consultants in Kenya and Ethiopia as well as a local office in Jigjiga in the Somali regional state of Ethiopia. CR is registered as an international NGO in Ethiopia and Kenya. The Horn of Africa programme is committed to long term presence and supporting peacebuilding and conflict transformation in the region in collaboration with national, sub-national and local governments, civil society and communities. We would also like to develop the programme to meet new demands working with new partners in new areas.

### **Job purpose**

The Project Officer provides programmatic and logistical support necessary for the implementation of the Horn of Africa programme's work in Ethiopia. The post holder will play a key role in liaising with partners across the areas in which we work, and in supporting the team in Jigjiga and London on activity implementation, monitoring, evaluation and learning (MEL), and donor reporting requirements. The Project Officer based in Addis Ababa and may undertake travel within Ethiopia. The Project Officer reports to the Program Manager, and works closely with our teams based in London, Nairobi and Jigjiga. The role will also work with a local implementation partner and a number of community-based organisations and networks directly supported by the programme or through the local partner including coaching and training. The Project officer also liaises government departments, national coordination platforms establishing strong partnership and relationships.

### **Specific responsibilities and tasks**

#### **a. Programme Implementation**

- Support the program and its partners in producing and regularly updating project management documentation, including workplans, consultant contracts and associated Terms of Reference.
- Support the program and its partners in the implementation of project activities including on modalities ensuring they are in line with the project outcomes, goals and organisation and donor policies.
- Actively participate in project activity planning contributing to realistic deadlines and milestones.
- Support the monitoring, evaluation and learning (MEL) of the programme, including partaking in regular outcome harvesting meetings, collecting outcomes and other data from partners, entering these into Podio, and contributing to regular narrative reports on activities and impact.
- As requested, support additional programme or department meetings including participating
- in and support information sharing meetings with relevant teams across Conciliation Resources.
- Support the program organising meetings, events and workshops including matters of administration including facilitation of meetings and workshops, arranging travel and reporting.
- Comply with internal information management systems and handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.
- Ensure the proper documentation of contacts and information both physically and digitally where possible, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.

#### **b. Strategic and operational planning.**

- Contribute to the development of program strategies, policies and learning for the Horn of Africa Programme and the Africa Department.
- Support the program manager with the project's strategic and operational planning processes, including participation in the annual planning cycle and half yearly forecasting processes, through participating in meetings.
- Participate in team and other internal meetings or working groups actively contributing to program related discussions.
- Contribute to identification and cultivation of relationships with different stakeholders and actors.

#### **c. Financial management**

- Support the team with programmatic financial management including development of activity budgets, financial monitoring and ensuring appropriate sign off of expenditure.
- Work with the program manager and partners in supporting the timely and accurate processing of financial transactions for the project, following Conciliation Resources' financial management procedures.
- Maintain proper physical and electronic files and folders including current and archived information to enable retrieval of information by other team members.

- Assist partners to compile budgets and financial reports based on templates, liaising with partners to resolve issues.
- Ensure procurement of services is carried out in an appropriate manner adhering to Conciliation Resources' and GAC's procurement policies.
- Support programme and cross-programmes' fundraising efforts when requested by the team, including coordinating input and editing financial submissions and supporting the developments of budgets.

#### **d. Risk management and security**

Monitor and analyse risks to the project and timely inform the team and partners of risks to the project.

#### **e. Monitoring, Evaluation and Learning**

- Contribute to the project's MEL needs, including participation in regular outcome harvesting sessions and recordings at key points, reviews of result frameworks and the project's theory of change at key points, as well as contributing to learning events (including short downloads, brown bag lunches, organisational retreats and other activities).
- Work closely with partners and the MEL team in identifying MEL needs and priorities and coordinating adequate and timely support.
- Ensure that gender and wider inclusion is integrated into activities and that gender and inclusion outcomes are identified through Outcome Harvesting.

#### **f. Communications and Information Management**

- Work with our communications team and the team to develop conflict-sensitive communications material related to Conciliation Resources work, including updating relevant programme and impact sections of the Conciliation Resources website.
- Contribute to Conciliation Resources' information systems: updating relevant programme and impact sections of the Conciliation Resources website (in liaison with the Communications Manager), and intranet (the Hub); entering information into Conciliation Resources' Podio database, and handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.
- Comply with internal information management systems, including entering project and activity data on to Podio, in particular the Outcome Harvesting section to ensure we are monitoring our activity and impact.

#### **f. Other**

- Participate in monthly line management meetings and regular performance appraisals, keeping BreatheHR information system up to date.
- Participate and contribute to team and organisational meetings and events.

- Maintain appropriate project documentation and filing systems, ensuring that they comply with internal and financial systems and policies.
- Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources' Code of Conduct.
- Demonstrate a commitment to gender equality, diversity and inclusion, including a respect for diverse cultures and ways of working and adhere to CR's equality, diversity and inclusion policy and its effective implementation.
- Demonstrate a strong commitment to CR's keeping people safe policy and zero tolerance on bullying and harassment including sexual harassment.
- Be responsible for contributing to a positive safeguarding culture in the Africa Department and for assisting with the implementation of safeguarding practices within the area that the Africa Department works.
- This role may involve travel to different locations. Prior to and during travel to particular contexts, the post-holder should observe the security advice provided to them by the relevant Programme team. During all trips, they should behave in such a way as to prioritise the safety of themselves and their colleagues.
- Perform other tasks and duties, consistent with the skills and expertise of the post-holder, as directed by the Program Manager.

### **Person specification**

#### **Essential knowledge, skills and experience**

- A background in social science and humanities preferably BA/Bsc Degree or higher in political science, public administration, sociology, management etc.
- A minimum of 3 years experience in project management in peace building, development or related work.
- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.
- Understanding of and interest in peacebuilding and conflict transformation processes.
- Initiative, proactiveness, enthusiasm and a problem-solving approach to new challenges.
- Willingness to work irregular hours occasionally and to undertake some international travel to areas affected by conflict.
- Excellent numeracy and accuracy skills with a high level of attention to detail.
- Excellent verbal and written communication skills in Amharic and English(Afaan Oromo and Tigrigna are considered an advantage). .
- Excellent working knowledge of Microsoft Office software packages, databases, email, internet in a Mac environment.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.

#### **Desirable knowledge, skills and experience**

- Experience supporting partners on the successful joint delivery of work and accompanying local community-based organisations with limited organisational (financial and management) capacities and limited background in peace building.
- Experience of supporting monitoring, evaluation and reporting of projects.
- Experience of working with databases and handling diverse sources of information.

- Hostile environment awareness training(HEAT), or willingness to undertake hostile environment awareness training.
- Living and working experience in Ethiopia.

**Please note: applicants must have the right to live and work in Ethiopia.**

**Female applicants are highly encouraged to apply.**