

**UNITED NATIONS CHILDREN'S FUND  
ETHIOPIA COUNTRY OFFICE**

**VACANCY NOTICE No. ECO/VN- 55/2010**

<b>POST TITLE/No</b>	<b>LEVEL</b>	<b>DUTY STATION</b>	<b>CONT. STATUS</b>	<b>CLOSING DATE</b>
<b>SOCIAL WELFARE OFFICER (ETH10022)</b>	NOA	Addis Ababa	Fixed-Term (FT)	<b>5 August 2010</b>

The United Nations Children's Fund (UNICEF), the world's leading organization working for the rights of children, is inviting applications for this position.

**PURPOSE OF THE POST**

Under the close supervision of the Child Protection Specialist, contributes to programme planning, administration, implementation and evaluation of programme/project activities, data analysis and progress reporting.

**MAJOR DUTIES AND RESPONSIBILITIES OF THIS POST INCLUDE:**

- ✓ Undertakes ongoing field visits to UNICEF project sites for orientation to project activities and local conditions. Prepares routine reports on results of visits and the project's progress.
- ✓ Collects and assembles data and background relating to programmes/projects and provides updated information on programme/project financial and administrative status for analysis and report purposes. Analyzes programme/project status, and recommends appropriate adjustments.
- ✓ Monitors the flow of supply and non-supply assistance to the local authorities. Drafts supply and financial documentation. Collects and records information on supply/non-supply inventory, distribution and utilization.
- ✓ Investigates queries regarding authorization, delivery or payment and follows up with finance, administrative, supply and programme staff on the processing of payments, advances to governments and liquidation of accounts. Ensures that activities are in line with plans of action.
- ✓ Communicates with local authority counterparts on project details. Recommends courses of action to supervisor.
- ✓ Makes arrangements for visits to project sites for the government and other partners, and provides information and briefing on project activities and status.
- ✓ Drafts programme budgets, ensuring accuracy of coding in accordance with the PIDB/PROMS system. Drafts and issues updated status reports.
- ✓ Drafts sections of donor, annual and other reports as required by HQ.

**MINIMUM REQUIREMENTS:**

**Educational requirements:** University degree in Social Sciences or related technical field related to the work of UNICEF.

**Work Experience:** One year practical, professional work experience in project administration, including research and data analysis.

**Language requirement:** Fluency in English and in the local working language of the duty station required.

**Nationality:** Candidates should be nationals of Ethiopia.

**Competencies:** Diversity and Inclusion, Communication, Working with people, Drive for results, Analyzing, Applying Technical Expertise, Planning and Organizing, Following instructions and procedures, Adapting and Responding to Change.

Applications should include a motivation letter along with an updated CV and the UN Personal History Form (available at our Web site at [www.unicef.org/employ](http://www.unicef.org/employ)). UNICEF and UN candidates should also include two recent Performance Evaluation Reports.

Please send your application to:

[hraddisababa@unicef.org](mailto:hraddisababa@unicef.org) or mail/deliver it to:

**UNICEF Ethiopia  
Opposite ECA Compound  
Adjacent to German House  
P. O. Box 1169, Addis Ababa, Ethiopia**

**Quoting Job Title, Duty Station and Ref. ECO/VN -55/2010. Only shortlisted candidates will be contacted.**

**UNICEF is a smoke-free environment. Applications from qualified women are encouraged.**