

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

VACANCY NOTICE No. ECO/VN- 56/2010

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
YOUTH & ADOLESCENT DEV. OFFICER (ETH10051)	NOB	Mekelle	Fixed-Term (FT)	5 August 2010

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 general supervision of the Chief Field Office, contributes to programme design and implementation, evaluation of programme/project activities, data analysis and progress reporting.

MAJOR DUTIES AND RESPONSIBILITIES OF THIS POST INCLUDE:

- ✓ Collects and analyzes data for the Situation Analysis, programme/project planning, management, monitoring and evaluation purposes.
- ✓ Analyzes programme implementation reports and evaluates in relation to established programme recommendations and plans of action. Reports the outcome of analyses and proposes corrective actions.
- ✓ Undertakes ongoing visits to UNICEF project sites, assesses local conditions and resources, and monitors UNICEF inputs. Communicates with local counterpart authorities on project feasibility and effectiveness, including the flow of supply and non-supply assistance.
- ✓ Undertakes follow-up actions on programme implementation activities and prepares reports. Drafts changes in the programme work plans, as required.
- ✓ Attends technical cooperation meetings, prepares notes and undertakes follow-up actions related to programme implementation.
- ✓ Selects and compiles training and orientation materials for those involved in programme implementation.
- ✓ Assists in the preparation of the country programme recommendations by drafting CPSS, PSS and other relevant documentation, ensuring adherence to established rules and regulations. Maintains a computerized programme system, and submits necessary reports.
- ✓ Evaluates and analyzes financial and supply reports to ensure that expenditures are within allotments and data is consistent with PROMS/PIDB. Reports to the supervisor and/or head of the office, detailing the outcome of reviews.
- ✓ Drafts relevant sections of reports (required for donors, management, annual reports, etc.).

MINIMUM REQUIREMENTS:

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

Work Experience: Two years of professional work experience in project administration, monitoring and evaluation.

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

Nationality: Candidates should be nationals of Ethiopia.

Competencies: Commitment, Diversity and Inclusion, Integrity, Communication, Working with People, Drive for Results, Formulating Strategies and Concepts, Analyzing, Applying Technical Expertise, Learning and Researching, Planning and Organizing.

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). UNICEF and UN candidates should also include two recent Performance Evaluation Reports.

Please send your application to:

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-56/2010. Only shortlisted candidates will be contacted.

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