

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

VACANCY NOTICE No. ECO/VN- 52/2010

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
CHIEF FIELD OFFICE ETH10017	NOD	Mekelle	Fixed-Term (FT)	5 August 2010
CHIEF FIELD OFFICE ETH10069	NOD	Bahir Dar	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 these positions.

PURPOSE OF THE POST

Under the direct guidance of the Chief, Field Operations and the Deputy Representative the incumbent is responsible for the development, planning, implementation, monitoring and evaluation of all programmes in the respective regional state in support to and in close cooperation with the regional government authorities.

MAJOR DUTIES AND RESPONSIBILITIES OF THIS POST INCLUDE:

- ✓ Coordinate the development, management and review of Programme annual work plans, mid-term reviews and any other programming process in the respective region in close cooperation with the respective UNICEF sections, UNICEF field base technical officers and under the guidance and coordination of the regional counterparts led by the regional BOFED. Ensure that all financial inputs are in line with agreed strategies with UNICEF Addis. Facilitate and guide UNICEF activities of regional counterparts. With the support of the M&E Section, monitor implementation and evaluate progress to ensure achievement of objectives. Facilitate technical decisions on program or project administration and implementation in coordination with UNICEF section with the aim to promote convergence and integration of the UNICEF programs (health and Nutrition, water, Education, HIV-AIDS and Gender/Child protection) at regional and woreda (district) levels.
- ✓ Focus on facilitating the capacity development efforts of the region supported by UNICEF based on the principle of the Human - Right Based Approach to Development Programming, focusing on community capacity development and within the framework of the decentralization process. Provide a particular attention to capacity development efforts of the regional social services structures through the strategic employment of United-Nations Volunteers (UNVs) under the guidance and coordination of the regional BOFED.
- ✓ Ensure the vulnerability analysis, assessments, disaster preparedness and response strategies in the non-food sectors are well integrated within programs, and coherent/adapted to the particular nature of the region's risks and vulnerabilities
- ✓ Represents UNICEF with UN / donor agencies, particularly WFP, WHO, HCR and UN-OCHA, NGOs the Red Cross and community organizations to support inter-agency efforts, promote joint assessments and initiatives in the spirit of the UNDAF and the joint Government- UN emergency appeal. Represents UNICEF and other UN agencies, NGOs and/or community based organization/ groups.
- ✓ The Responsible for the safety, security and well-being of all UNICEF field based staff.

MINIMUM REQUIREMENTS:

Educational requirements: Advanced university degree in Social Sciences, such as International Relations, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines, with specialized training in conflict resolution.

Work Experience: Eight years progressively responsible professional work experience at the national in programme planning, management, monitoring, and evaluation, in a related field. Field work experience. Background/familiarity with Emergency.

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, Leading and Supervising, Formulating Strategies and Concepts, Analyzing, Relating and Networking, Persuading and Influencing.

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-52/2010. Only shortlisted candidates will be contacted.
UNICEF is a smoke-free environment. Applications from qualified women are encouraged.**