

**UNITED NATIONS CHILDREN'S FUND**  
**ETHIOPIA COUNTRY OFFICE**  
**VACANCY NOTICE NO. ECO/VN-65/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
<b>GENDER &amp; DEVELOPMENT SPECIALIST (ETH10079)</b>	NOD	Addis Ababa	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the supervision of the senior social policy specialist is responsible for strategic guidance, analysis and the improvement of strategies that aim to accelerate progress towards gender equality and the realization of children's rights in the nation including via the national development plan, the UNDAF, and the UNICEF country programme.

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

- ✓ Assesses trends in the policy environment and provides advice to UNICEF management and the UNCT on how to further leverage national and international resources to accelerate progress towards gender equality and children's rights.
- ✓ Coordinate UNICEF support to the state in its reporting to the UN on progress towards CEDAW and CRC and in digesting recommendations the UN makes to the state helping the state decide upon further actions to take to accelerate progress.
- ✓ Coordinates with programme sections and the communication team on the production of policy papers addressing key policy issues and the development and implementation of bespoke communication strategies for the policy analysis which could include production and dissemination of policy papers, and publication and discussion of summaries over the radio or television at federal and regional levels.
- ✓ Develops terms of reference for specific research activities approved by the country programme research committee and where, relevant manages the recruitment and supervision of contractors helping to undertake the research.
- ✓ Acts as the prime point of contact between UNICEF and the Ministry of Women's and Children's affairs for the management of the gender and rights annual work plan including managing the capacity building strategy for CEDAW and CRC committees at federal, regional and Woreda levels.
- ✓ Works closely with government and other development partners to support the Ministry of Women's Affairs core plan including through management of UNICEF support for any joint UN programmes on gender equality.
- ✓ Where relevant to the policy analysis agenda takes part in analytical activities managed by DAC thematic groups or UNDAF thematic groups and reviews analytical documents such as, inter alia, annual reviews of the national development plan, national MDG monitoring reports, state reports to UN monitoring committees

**MINIMUM REQUIREMENTS:**

**Education requirements:** Advanced university degree, preferably in the Social Sciences, Gender Studies, or other relevant field.

**Work Experience:** Eight years progressively responsible professional work experience in policy analysis including experience of gender and children's rights programming and understanding of a human rights approach to programming contracting research organizations and supervising their work.

**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, Creating and Innovating.

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**  
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**P. O. Box 1169, Addis Ababa, Ethiopia**

**Quoting Job Title, Duty Station and Reference ECO/VN-65/2010. Only shortlisted candidates will be contacted.**

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

**UNITED NATIONS CHILDREN'S FUND**  
**ETHIOPIA COUNTRY OFFICE**  
**VACANCY NOTICE NO. ECO/VN-57/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
Nutrition Specialist (ETH10008)	NOC	Addis Ababa	Fixed-Term (FT)	12 August 2010
Nutrition Specialist (ETH10009)	NOC	Addis Ababa	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the general supervision of the respective Nutrition Specialist (L-4) responsible for the planning, implementation, monitoring and evaluation of assigned programme/project(s) within the sectoral area.

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

- ✓ Contributes towards the preparation of the Situation Analysis by compiling data, analyzing and evaluating information, and writing chapters of the Analysis.
- ✓ Designs, prepares, implements, monitors and evaluates assigned programmes or specific project(s). Analyzes and evaluates data to ensure achievement of objectives and/or takes corrective action when necessary to meet programme/project objectives. Contributes to the development and/or introduction of new approaches, methods and practices in project management and evaluation.
- ✓ Prepares the sectoral documents for the Country Programme Recommendation (CPR) and Plans of Action, Country Programme Summary Sheet, and other programme documents, as required.
- ✓ Participates in inter-sectoral collaboration with other programme colleagues. Assists in development of appropriate communication and information strategy to support and/or advocate programme development.
- ✓ Undertakes field visits to monitor programmes, as well as conducts periodic programme reviews with government counterparts and other partners. Proposes and/or undertakes action on operational procedures affecting project management and implementation. Provides technical advice and assistance to government officials and other partners in the planning, implementation, monitoring and evaluation of programme/project(s).
- ✓ Meets with national and international agencies covering the management of programmes/projects. Participates in meetings with ministries responsible for programme/project review, and follows up on implementation of recommendations and agreements.
- ✓ Assists government authorities in planning and organizing training programmes. Identifies training needs and objectives for the purpose of capacity building, programme sustainability, as well as promotion and advocacy.
- ✓ Coordinates with the Operations/Supply staff on supply and non-supply assistance activities ensuring proper and timely UNICEF and government accountability. Certifies disbursements of funds, monitors and submits financial status reports to the Deputy Representative or Representative, as required.
- ✓ Participates in the development of the sectoral work plan, ensures the achievement of specific assigned objectives. Provides guidance and support to staff in meeting project objectives.
- ✓ Prepares programme/project status reports required for management, Board, donors, budget review, programme analysis, annual reports, etc.

**MINIMUM REQUIREMENTS:**

**Education requirements:** Advanced university degree in one or more of the disciplines relevant to the following areas: Public Health & Nutrition, Family and Community Health & Nutrition, Health Emergency Preparedness, or other relevant discipline(s).

**Work Experience:** Five years of progressively responsible professional work experience at the national levels in programme management, monitoring and evaluation, in a related field.

**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, Leading and Supervising, Relating and Networking, Deciding and Initiating Action, Drive for results, Formulating Strategies and Concepts, Analyzing, Applying Technical Expertise, 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](http://www.unicef.org/employ)). UNICEF and UN candidates should also include two recent Performance Evaluation Reports.

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

**VACANCY NOTICE NO. ECO/VN-61/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
Nutrition Officer (ETH10086)	NOB	Awassa	Fixed-Term (FT)	12 August 2010
Nutrition Officer (ETH10042)	NOB	Oromia	Fixed-Term (FT)	12 August 2010
Nutrition Officer (ETH10050)	NOB	Mekelle	Fixed-Term (FT)	12 August 2010
Nutrition Officer (ETH10074)	NOB	Bahir Dar	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the close supervision of the respective Nutrition Officer, contributes to programme planning, administration, implementation, monitoring and the evaluation of programme/project activities, including teamwork and capacity building.

**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 against established programme recommendations and plans of action. Prepares tables, graphs and other statistical data. Reports outcome of analysis 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 monitoring the flow of supply and non-supply assistance.
- ✓ Undertakes follow-up action on programme implementation activities, contributes to teamwork building, and prepares relevant reports. Drafts changes in programme work plans as required.
- ✓ Attends technical cooperation meetings, prepares notes and undertakes follow-up action and coordination related to programme implementation and monitoring.
- ✓ Assists in identification and selection of technical supplies and equipment.
- ✓ Maintains the computerized programme system database and submits relevant reports.
- ✓ Selects and compiles training and orientation materials for those involved in programme implementation, including donor and media visits.

**MINIMUM REQUIREMENTS:**

**Education requirements:** University degree in one of the disciplines relevant to the following areas: Public Health & Nutrition, Family and Community Health & Nutrition, Health Emergency Preparedness, or other relevant discipline(s).

**Work Experience:** Two years progressively responsible experience in programme design, administration, monitoring and evaluation or related field. Field work and Emergency experience an asset.

**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, Planning and Organizing, Learning and Researching, Following instructions and procedures, Adapting and Responding to Change.

Applications must include 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 must also include two recent Performance Evaluation Reports.

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**UNITED NATIONS CHILDREN'S FUND**  
**ETHIOPIA COUNTRY OFFICE**  
**VACANCY NOTICE NO. ECO/VN-60/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
WASH Officer (ETH10103)	NOB	Jijiga	Fixed-Term (FT)	12 August 2010
WASH Officer (ETH10031)	NOB	Semera, Afar	Fixed-Term (FT)	12 August 2010
WASH Officer (ETH10049)	NOB	Mekelle	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the close supervision of the respective Chief Field Office, contributes to programme planning, administration, implementation, monitoring and the evaluation of programme/project activities, including teamwork and capacity building.

**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 against established programme recommendations and plans of action. Prepares tables, graphs and other statistical data. Reports outcome of analysis 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 monitoring the flow of supply and non-supply assistance.
- ✓ Undertakes follow-up action on programme implementation activities, contributes to teamwork building, and prepares relevant reports. Drafts changes in programme work plans as required.
- ✓ Attends technical cooperation meetings, prepares notes and undertakes follow-up action and coordination related to programme implementation and monitoring.
- ✓ Assists in identification and selection of technical supplies and equipment.
- ✓ Selects and compiles training and orientation materials for those involved in programme implementation, including donor and media visits.

**MINIMUM REQUIREMENTS:**

**Education requirements:** University degree in one of the disciplines relevant to Education, Public Health, Civil Engineering, Mechanical Engineering, Hydrology, Sanitation Engineering, or related technical field related to the work.

**Work Experience:** Two years progressively responsible relevant experience in programme design, administration, monitoring and evaluation or related field. Field work Emergency experience an asset.

**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, Planning and Organizing, Learning and Researching.

Applications must include 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 must also include two recent Performance Evaluation Reports.

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

**VACANCY NOTICE NO. ECO/VN- 58/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
WASH Officer (ETH10040)	NOA	Oromia	Fixed-Term (FT)	12 August 2010
WASH Officer (ETH10073)	NOA	Bahir Dar	Fixed-Term (FT)	12 August 2010
WASH Officer (ETH10048)	NOA	Mekelle	Fixed-Term (FT)	12 August 2010
WASH Officer (ETH10080)	NOA	Awassa	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the close supervision of a Water and Sanitation and Hygiene (WASH) Officer, contributes to programme planning, administration, implementation, monitoring and the evaluation of programme/project activities, including teamwork and capacity building.

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

- ✓ Undertakes ongoing field visits to UNICEF project sites for the participation in, or observation of project activities and local conditions. Prepares routine reports on results of visits and project progress.
- ✓ Collects and assembles data and background information with regard 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. Prepares tables, graphs or other statistical data for technical review/monitoring purposes.
- ✓ Monitors the flow of supply and non-supply assistance to 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 payments and follows up with Finance, Administrative, Supply and Programme staff on processing of payments, advances to governments and liquidation of accounts. Ensures that activities are in accordance with plans of action.
- ✓ Communicates with counterpart local authorities on project details. Recommends courses of action to the supervisor.
- ✓ Undertakes arrangements for visits to project sites for government and other partners, which include providing information and briefing on project activities and status.

**MINIMUM REQUIREMENTS:**

**Education requirements:** University degree in one of the disciplines relevant to Education, Public Health, Civil Engineering, Mechanical Engineering, Hydrology, Sanitation Engineering, or related technical field related to the work.

**Work Experience:** One year professional relevant work experience in project administration, including data collection and analysis. Field work and emergency experience an asset.

**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, Planning and Organizing, Learning and Researching, Following instructions and procedures, Adapting and Responding to Change.

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ETHIOPIA COUNTRY OFFICE**

**VACANCY NOTICE NO. ECO/VN-71/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
IMMUNIZATION OFFICER (COLD CHAIN) ETH10023	NOB	Addis Ababa	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the supervision of the Immunizations Specialist, provide technical assistance to the regional health bureaus, zonal and woreda health offices in improving the warehouse management (planning, receiving and distribution and follow up activities of health commodities) and helping to improve the cold chain management.

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

- ✓ Provide technical support to the national EPI programme focusing on cold chain.
- ✓ In particular, anticipate and forecast cold chain capacity for the introduction of new vaccines in the next 5 years; and improve the overall functions of the cold chain and vaccine management system in the country.
- ✓ Participate in preparatory meetings with program colleagues and Government partners to ensure that correct and full supply/logistics including cold chain specifications are taken into consideration during the AWP planning meetings.
- ✓ Plan training and follow up of national, regional, zonal and woredas level cold chain technicians to ensure routine maintenance and proper functions of cold chain
- ✓ Responsible for setting up systems and provide technical support on warehouse inventory control and goods vaccine management practices. Identify and set up the most appropriate – sustainable - control system for this specific location: being a simple bin card and/or using more advanced computer software.
- ✓ Support the Regional Health Bureaus to set up a system to monitor the flow of vaccines from Regional level through Zonal levels to the Woreda level and end users to avoid over stock, stock out or vaccine shortage.
- ✓ Undertake regular monitoring missions to evaluate the functioning of the supply/logistics chain and end use of UNICEF provided supplies
- ✓ Identify alternative cold chain system such as solar for the remote and pastoralist areas.
- ✓ Ensure coordination of logistics capacity building activities/initiatives with other relevant organizations carrying out similar activities in the region.
- ✓ Assist health teams in the identification, analysis and prioritization of operational problems related to cold chain, vaccine & injection safety management.

**MINIMUM REQUIREMENTS:**

**Education requirements:** University degree in one of the disciplines relevant to the following areas: Social Sciences, Health Emergency preparedness, or other relevant discipline.

**Work Experience:** One year professional work experience in Supply and Logistics management as well as maintenance and repair of cold chain equipment with a special focus on vaccine refrigerators. Knowledge of government supply system. Field work and Emergency experience an asset.

**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, Creating and Innovating.

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**UNITED NATIONS CHILDREN'S FUND**  
**ETHIOPIA COUNTRY OFFICE**  
**VACANCY NOTICE NO. ECO/VN- 63/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
HEALTH OFFICER (ETH10085)	NOB	Awassa	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the close supervision of the Chief, Field Office contributes to programme planning, administration, implementation, monitoring and the evaluation of programme/project activities, including teamwork and capacity building.

**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 against established programme recommendations and plans of action. Prepares tables, graphs and other statistical data. Reports outcome of analysis 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 monitoring the flow of supply and non-supply assistance.
- ✓ Undertakes follow-up action on programme implementation activities, contributes to teamwork building, and prepares relevant reports. Drafts changes in programme work plans as required.
- ✓ Attends technical cooperation meetings, prepares notes and undertakes follow-up action and coordination related to programme implementation and monitoring.
- ✓ Assists in identification and selection of technical supplies and equipment.
- ✓ Maintains the computerized programme system database and submits relevant reports.
- ✓ Selects and compiles training and orientation materials for those involved in programme implementation, including donor and media visits.
- ✓ Evaluates and analyzes financial and supply reports to ensure appropriateness of documentation, expenditures are within allotments, data is consistent with PIDB. Reports to the Supervisor and/or Head of Office the outcome of reviews.

**MINIMUM REQUIREMENTS:**

**Education requirements:** University degree in one of the disciplines relevant to the following areas: Health, Public Health, Social Sciences, Health Emergency preparedness, or other relevant discipline.

**Work Experience:** Two years progressively responsible and relevant work experience in programme design, administration, monitoring and evaluation or related field. Field work and Emergency experience an asset.

**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.

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**ETHIOPIA COUNTRY OFFICE**  
**VACANCY NOTICE NO. ECO/VN-62/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
HEALTH AND NUTRITION OFFICER (ETH10097)	NOB	Jijiga	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the close supervision of the Emergency Specialist, contributes to programme planning, administration, implementation, monitoring and the evaluation of programme/project activities, including teamwork and capacity building. Programme delivery will be in the Gode area.

**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 against established programme recommendations and plans of action. Prepares tables, graphs and other statistical data. Reports outcome of analysis 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 monitoring the flow of supply and non-supply assistance.
- ✓ Undertakes follow-up action on programme implementation activities, contributes to teamwork building, and prepares relevant reports. Drafts changes in programme work plans as required.
- ✓ Attends technical cooperation meetings, prepares notes and undertakes follow-up action and coordination related to programme implementation and monitoring.
- ✓ Assists in identification and selection of technical supplies and equipment.
- ✓ Assists in the preparation of the country programme recommendation by drafting CPSS, PSS and other relevant documentation ensuring accuracy and consistency with established rules and regulations. Maintains the computerized programme system database and submits relevant reports.
- ✓ Selects and compiles training and orientation materials for those involved in programme implementation, including donor and media visits.

**MINIMUM REQUIREMENTS:**

**Education requirements:** University degree in one or more of the disciplines relevant to the following areas: Public Health & Nutrition, Family and Community Health & Nutrition, Health Emergency Preparedness, or other relevant discipline(s).

**Work Experience:** Two years progressively responsible relevant experience in programme design, administration, monitoring and evaluation or related field. Field work and Emergency experience an asset.

**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.

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**ETHIOPIA COUNTRY OFFICE**  
**VACANCY NOTICE NO. ECO/VN-59/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
HEALTH OFFICER (ETH10030)	NOA	Semera, Afar	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the close supervision of the Health Specialist (NO-3), contributes to programme planning, administration, implementation, monitoring and the evaluation of programme/project activities, including teamwork and capacity building.

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

- ✓ Undertakes ongoing field visits to UNICEF project sites for the participation in, or observation of project activities and local conditions. Prepares routine reports on results of visits and project progress.
- ✓ Collects and assembles data and background information with regard 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. Prepares tables, graphs or other statistical data for technical review/monitoring purposes.
- ✓ Monitors the flow of supply and non-supply assistance to 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 payments and follows up with Finance, Administrative, Supply and Programme staff on processing of payments, advances to governments and liquidation of accounts. Ensures that activities are in accordance with plans of action.
- ✓ Communicates with counterpart local authorities on project details. Recommends courses of action to the supervisor.
- ✓ Undertakes arrangements for visits to project sites for government and other partners, which include providing information and briefing on project activities and status.

**MINIMUM REQUIREMENTS:**

**Education requirements:** University degree in one of the disciplines relevant to the following areas: Health, Public Health, Social Sciences, Health Emergency preparedness, or other relevant discipline.

**Work Experience:** One year professional and relevant work experience in project administration, including data collection and analysis. Field work and Emergency experience an asset.

**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](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 Reference ECO/VN -59/2010. Only shortlisted candidates will be contacted.**

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

**UNITED NATIONS CHILDREN'S FUND**  
**ETHIOPIA COUNTRY OFFICE**  
**VACANCY NOTICE NO. ECO/VN-67/2010**

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
COMMUNITY DEVELOPMENT OFFICER (ETH10099) - WASH	NOA	JIJIGA	Fixed-Term (FT)	12 August 2010

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

**PURPOSE OF THE POST**

Under the close supervision of the Water and Sanitation and Hygiene (WASH) Officer, contributes to programme planning, administration, implementation, monitoring and the evaluation of programme/project activities, including teamwork and capacity building.

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

- ✓ Undertakes ongoing field visits to UNICEF project sites for the participation in, or observation of project activities and local conditions. Prepares routine reports on results of visits and project progress.
- ✓ Collects and assembles data and background information with regard 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. Prepares tables, graphs or other statistical data for technical review/monitoring purposes.
- ✓ Monitors the flow of supply and non-supply assistance to 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 payments and follows up with Finance, Administrative, Supply and Programme staff on processing of payments, advances to governments and liquidation of accounts. Ensures that activities are in accordance with plans of action.
- ✓ Communicates with counterpart local authorities on project details. Recommends courses of action to the supervisor.
- ✓ Undertakes arrangements for visits to project sites for government and other partners, which include providing information and briefing on project activities and status.
- ✓ Drafts sections of donor, annual and other reports.

**MINIMUM REQUIREMENTS:**

**Education requirements:** University degree in one of the disciplines relevant to Social Sciences, Social Development, Community Development, or other relevant disciplines.

**Work Experience:** One year professional relevant work experience in project administration, including data collection and analysis. Field work and Emergency experience an asset.

**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.

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