

**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.

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 –67/2010. Only shortlisted candidates will be contacted.**

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