

The Canadian International Development Agency (CIDA) is seeking the services of a **Coordinator for CIDA's Partnership With Canadian Branch (PWCB) activities in Ethiopia.**

Canadian NGOs have had a long history of involvement in Ethiopia. CIDA's Partnership with Canadian Branch provides funding to a large number of Canadian partners with operational projects and programs touching Ethiopia (on average between 30-40). Most projects are implemented in partnership with Ethiopian CSOs. Current PWCB programming focuses on a wide variety of development issues, including food security and agriculture, education, health, rule of law, urban management, water and sanitation etc.

**Embassy:** Canadian Embassy Addis Ababa,

**Language Requirements:**

- Excellent spoken and written English.
- Amharic essential
- Other local languages an asset

**Education:**

- Graduation from a recognized university with a degree in Social Sciences or in a field relevant to the position OR acceptable combination of education, training and related experience.

**Experience:** Candidates must possess a minimum of seven years work experience related to the following:

- Experience in reviewing and assessing project documents ie proposals, reports etc.
- Experience in assessing the capacity of local organizations
- Experience in summarizing information and preparing reports
- Experience in project monitoring
- Broad-based experience in a variety of development sectors (food security, gender equality, education, community development, justice reform)
- Experience in written correspondence in different forms
- Strong experience in the use of various computer programs to produce technical communications products and to communicate messages and services.
- Experience in writing and presenting reports using IT tools.

**Knowledge:**

- Knowledge of development issues in Ethiopia
- Knowledge of government and civil societies operational atmosphere
- Knowledge of the status of women in Ethiopia, their particular roles and responsibilities and their integration in the county's development process.

### **Abilities / Skills:**

- Ability to assess development priorities, projects related to sustainable development, income generation, basic human needs, and good governance
- Ability to assess the justification for small projects and their potential socio-economic impact.
- Ability to assist in designing and appraisal of project proposals
- Ability to monitor project implementation.
- Ability to plan and organize activities within predetermined time frames.
- Ability to deal efficiently with various stakeholders: civil society, government officials and other donors.
- Ability to maintain and/or establish strong networking among stakeholders.
- Ability to undertake institutional assessment.
- Ability to utilize various computer programs, including excel, word, powerpoint etc.
- Ability to communicate effectively orally and in writing.
- Ability to work under pressure and with minimal supervision.
- Ability to travel outside of Addis Ababa for project monitoring in a regular basis.
- Ability to analyze, evaluate and resolve problems and identify alternatives of new courses of action.

### **Personal Suitability:**

- Initiative
- Judgment
- Effective interpersonal skills
- Strong team orientation
- Discretion
- Thoroughness
- Flexibility
- Personal integrity

To apply, please submit your CV (3 pages maximum) and cover letter to:

**Ethiopia-Canada Cooperation Office**  
**Attention: PWCP Coordinator Selection**  
**P.O.X 1009, Addis Ababa**

or via e-mail:- [info@cida-ecco.org](mailto:info@cida-ecco.org)

Interested applicants must have graduated from university with a degree in the Social Sciences or a field relevant to the position, have a minimum of seven years of related work experience, and must have excellent spoken and written English and Amharic. Candidates who do not meet these requirements (education, experience & language) will not be considered. **Please note that only candidates screened into the interview stage will be notified.**