



VACANCY ANNOUNCEMENT

Ethio Wetlands and Natural Resources Association (EWNRA) is an Ethiopian Residents Charity Organization, a non-political, non-religious, and not-for-profit civil society organization working in areas of sustainable wetland/ natural resources management and livelihoods improvement to achieve the dual goals of environment and development in Ethiopia. EWNRA in a partner and with financial support from Menschen für Menschen Switzerland is in the process of starting the implementation of a three-year (2024 – 2026) project entitled: “**Integrated Actions for Building Resilient Communities in Hambela Wamena District, West Guji Zone, Oromia Region, Ethiopia** “. To start the project operation, EWNRA is looking for competent and well-experienced applicants to fill the following vacant posts.

Job Title 1: Field-Level Supervisor

Quantity required: 2 (two)

Duty station: Dimtu town, Hambela Wamena District; with frequent travel to kebeles where Project Intervention Cooperatives are located

Duties and Responsibilities: Under supervision of and reporting to Project Coordinator, the Supervisor will Coordinate and deliver technical support to the local communities to undertake several project activities. Provide technical support and coordinate kebele level community development facilitators. Facilitates and is responsible for the implementation of all project activities within the cooperatives and kebeles under his supervision. Closely work in harmony with local communities where the project undertakes field activities. Responsible for preparation of weekly, monthly, quarterly, and annual reports for the activities undertaken within the project intervention kebeles.

Qualification and Experience: the potential candidate for the post should have a Bachelor’s Degree or Diploma from a recognized university/College in Rural Livelihoods and Development (with a background in Agriculture specifically Livestock, Crop Agronomy, or Agroforestry or a combination of these, and Soil and Water Conservation). Besides, s/he should have at least 6 and 8 years of demonstrable work experience for degree and diploma holders respectively in areas of Integrated Rural Development, Livelihoods, and Food Security. NGO experience is an advantage.

Job Title 2: Cooperative Management and Marketing Officer

Quantity required: 1 (one)

Duty station: Dimtu town, Hambela Wamena District; with frequent travel to kebeles where Project Intervention Cooperatives are located

DUTIES AND RESPONSIBILITIES: Under the supervision of and being accountable to the Project Coordinator the Cooperative Management and Marketing Officer is responsible, independently and/or with other staff members for organizing and providing technical support to cooperatives and marketing

and value chain development activities. Facilitate the establishment of cooperative societies where it is deemed necessary in consultation with local communities and responsible government institutions including the Cooperative Promotion Office at the district level. Follow up the existing cooperative societies within the project intervention localities and provide the necessary technical support to strengthen them. Responsible for preparation of, weekly, monthly, quarterly, and annual reports for the activities undertaken within the project intervention kebeles.

Qualifications and Experience: the potential candidate for the post should have a BSc degree from a recognized university/College in Agricultural Economics, Cooperative Management/ Marketing, Rural Livelihoods and Development (with a background in Agriculture), Agricultural Marketing, Agricultural Extension, and Rural Development or combination of these and other closely related fields. Besides, s/he should have at least 6 years of demonstrable work experience in areas of Integrated Rural Development (IRD), Cooperative Promotion, Cooperative/agricultural Marketing, Livelihoods, and Food Security. NGO experience is an advantage.

Additional Requirements For both positions:

- Competency in computer applications of MS Office packages is required.
- Fluency in understanding, writing, and speaking English and Oromo languages is mandatory.
- Cooperative, team player, gender-sensitive, and excellent in interpersonal relationships.
- Have a strong commitment and openness to learn and share.

Job Title 3: Finance and Administrative Officer

Quantity required: 1 (one)

DUTIES AND RESPONSIBILITIES: Under the supervision of and being accountable to the Project Coordinator, the Finance and Administrative Officer will be in charge of leading the finance and administrative unit within the Project Office. The candidate, is responsible for budget planning, administrating and managing project funds, human resources, property management, and handling, facilitating the recording and posting of financial data; guiding and supporting preparation of payment vouchers, recording transactions, processing disbursements, analyzing financial data, verify all source documents for proper approval and documentation. Participate and prepare financial statements; keep up-to-date pertinent records of the books of accounts, and prepare and control budget; implement accounting systems. Preparing the necessary reports establishing sound internal control, ensuring full compliance with EWNRA rules and regulations of financial processes, financial records and reports, and audit follow and implementation of effective internal control framework. Further prepares/reviews regular financial reports. Work in close collaboration with other teams within the project. Facilitate and follow up transfers made to the project sub-office and timely settlement of the transfers. Responsible for preparation of monthly, quarterly, and annual reports for the activities undertaken within the project intervention kebeles.

QUALIFICATION AND EXPERIENCE: BA Degree in Accounting from a recognized University/ College and 6 years' service with 2 years of minimum service in a Finance and Administration Officer (FAO) position. NGO experience is highly preferable.

ADDITIONAL REQUIREMENTS: Knowledge of working on Peachtree accounting software; Good ability both in spoken and written English; Cooperative, team player, gender-sensitive and excellent in interpersonal relationships; Have a strong commitment and openness to learn and share

Job Title 4: Cashier accountant

Quantity required: 1 (one)

DUTIES AND RESPONSIBILITY: Working with and reporting to the Finance and Administrative Officer, the Cashier and Accountant will be responsible for handling the project petty cash and reporting the monthly petty cash balance. Prepare checks and check payment vouchers and cash receipts upon receiving approved payment requests approved by responsible authorities (Project Coordinator, Administrative and Finance Officer mainly, and when other staff is delegated by these bodies) to different organizations. Undertake the procurement of office equipment and stationeries when instructed by the concerned and responsible personnel by following the necessary procedures. Follow-up settlement of staff advances within the month withdrawn and no further advance is given to the same person before settling the outstanding balance. Report daily cash balance and other monthly reports as per the organization's financial procedures. Prepare per-diem payment based on the approved travel authorization/time sheet as per the policy of the project. Assist in organizing meetings, workshops, and/or any other EWNRA-related events. Assist staff in filling out different forms (like medical, leave, etc). Write (draft) any official letters in any given

Salary for all Vacant Posts: As per the organization's scale

Terms of employment: **Three-year** contract based on successful performance.

Closing date: For all posts ten **(10) days or until January 12, 2024** after this announcement is posted on this News Letter and only short-listed applicants will be contacted.

Interested and qualified applicants fulfilling the above requirements are invited to submit an application letter along with **supporting documents (copies of credentials), and** CVs through the following postal address or in person.

Female applicants are encouraged to apply and compete for all posts.

For all positions the duty station is Dimtu town, Hambela Wamena District; with frequent travel to kebeles where Project Intervention Cooperatives are located

Apply to:

Ethio Wetlands and Natural Resource Association - Abaya Project Office

P. O. Box: 100, Dilla

Or In person to Integrated Actions for Building Communities Resilient Project Office located in

Guangua Township

Guangua

Or Electronically Please email cover letter, CV and scanned copy of all credential documents to ewnra.vacancy@gmail.com