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ቀን 09/01/2017

## Vacancy Announcement (Re-Advertisement)

Amhara Development Association (ADA) is seeking qualified candidates for the positions of **Woreda Project coordinator**, for ADA/ UNICEF supported project to restore and improve maternal, newborn and child health including immunization service access, utilization and quality focusing on primary health care in conflict affected areas. Hence, we would like to invite potential candidate to apply for this position.

### Date of announcement:

September: 18, 2024

### Position:

Woreda Project Coordinator

### Duty Station:

Degadamot and Sekela Woredas

### Employment Type:

Contract based

### Contact Duration:

Based on The Project Life span

### Salary:

ETB – 15,100.00

## Job Description

Under general supervision of Regional Project Coordinator and ADA Coordination Offices' Project Implementation and Monitoring Team Leaders, the Woreda Project Officer is in charge of:

- Planning, coordinating and monitoring project activities timely implementation, preparation and submission of monthly and quarterly financial and performance reports and documentation of best practices or success stories;
- Facilitates project activities implementation in his/her project woreda in collaboration with concerned bodies;
- Liaises with Woreda Health Offices, Health Centers, Health Posts and local administrations in the process of project implementation to wards achieving effective project implementation process; establishes cordial partnership with other stakeholders;



## SPECIFIC ROLES AND RESPONSIBILITIES

- Prepare a plan on project activities which are directly and indirectly implemented in the project woreda;
- Conduct regular follow up visit to project target health facilities;
- Provides overall technical support to the Woreda health Office, Health Centers and Health Posts;
- Provide technical support to HEWs during planning and implementation of community dialogue sessions;
- Document information on project implementation progress;
- Monitor the implementation of project activities through all means;
- Proactively track possible challenges and strive to solve in consultation with Regional Project Coordinator and ADA Coordination Office Project Implementation and Monitoring Team;
- Facilitate timely transfer of project budget to target Health Centers;
- Checks the progress of project budget utilization;
- Timely submit project performance reports and other deliverables;
- Document and report best practices and success stories to Regional Project Coordinator;

## JOB REQUIREMENTS

### Education:

- BSc. In Public Health or Nursing

Desired;

At least one of the following training certificates (On BEmONC, IMNCI, ICMNCI, ECD , MHPSS , Health Service Management and Immunization) programs;

### Experience:

- Minimum 1 year of experience in managing/coordinating MNCH related programs implementation.

### Skills and Attitudes:

- Strong working knowledge of MNCH program;
- Experience in team work;
- Strong personal commitment in implementing activities with in the presence of various challenges;
- Good interpersonal/communication skills - both oral and written;
- Negotiation skills;
- Experience on frequent field travel;



**Number of Position:**

- One (1)

**How to Apply:**

- Interested and qualified applicants should submit their cover letter and C.V, within five working days (5) days from the date of this announcement to respective Amhara Development Association (ADA) Coordination Office (West Gojjam Zone)

**Only shortlisted candidates will be contacted, and we are unable to provide any feedback on unsuccessful applications.**

**ADA STRONGLY ENCOURAGES FEMALE CANDIDATES TO APPLY!**







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ቀን 09/01/2017

## Vacancy Announcement (Re-Advertizment)

Amhara Development Association (ADA) is seeking qualified candidates for the positions of **Woreda SBC coordinator for ADA/UNICEF** supported project to restore and improve maternal, newborn and child health including immunization service access, utilization and quality focusing on primary health care in conflict affected areas. Hence, we would like to invite potential candidate to apply for this position.

### Date of announcement:

September: 18, 2024

### Position:

Woreda Project SBC Officer

### Duty Station:

Degadamot and Sekela Woredas

### Employment Type:

Contract based

### Contact Duration:

Based on The Project Life span

### Salary:

ETB – 15, 100.00

### Job Description

Under general supervision of Regional Project Coordinator and ADA Coordination Offices' Project Implementation and Monitoring Team Leaders, the Woreda SBC coordinator is in charge of:-

- Planning, coordinating and monitoring project activities timely implementation, preparation and submission of monthly and quarterly financial and performance reports and documentation of best practices or success stories.
- Facilitates project activities implementation in his/her project woreda in collaboration with concerned bodies.
- Liaises with Woreda Health, Women children and social Affairs, Education offices, Health Centers, Health Posts, schools and local administrations in the process of project implementation to wards achieving effective project implementation process; establishes cordial partnership with other stakeholders.



## SPECIFIC ROLES AND RESPONSIBILITIES

- Prepare a plan on project activities which are directly and indirectly implemented in the project woreda;
- Conduct regular follow up visit to project target health facilities;
- Provides overall technical support to the Woreda sector offices, Health Centers, Health Posts and schools.
- Support woreda and community structures by facilitating and revitalizing risk communication, community engagement, and social mobilization committees in coordination with the woreda Health Office.
- Support in building the capacity of frontline health workers, social mobilizers, community influencers, health extension workers, media, and hotline operators on SBC activities.
- Support in contextualizing, pretesting, translating, and repackaging BCC materials in consultation with relevant sectors, UNICEF sections, and stakeholders.
- Provide technical support to HEWs, social workers, volunteers during planning and implementation of community dialogue sessions.
- Document information on project implementation progress;
- Monitor the implementation of project activities through all means;
- Proactively track possible challenges and strive to solve in consultation with Regional Project Coordinator and ADA Coordination Office Project Implementation and Monitoring Team;
- Checks the progress of project budget utilization.
- Timely submit project performance reports and other deliverables.
- Document best practices, lesson learned and challenges in forms of monthly report, human interest stories and photo/video recording as relevant.

## JOB REQUIREMENTS

### Education:

- University Degree in Health Promotion/Communication, Social/Behavior Change Communication, Public Health.

### Experience:

- At least one year of relevant professional experience in Social and Behavior Change Communication, social mobilization, or community engagement.





**Skills and Attitudes:**

- Strong analytical, interpersonal, and advocacy skills with an awareness of local development issues.
- Ability to develop and review IEC/BCC materials and strategies.
- Ability to develop and maintain good relationships with technical working groups and government partners.
- Proficient in computer management and applications.
- Excellent oral and written communication skills.
- Proven ability to work effectively in a team.
- High personal commitment to overcoming challenges in activity implementation.
- Negotiation skills.
- Experience with frequent field travel.

**Number of Position:**

- One(1)

**How to Apply:**

- Interested and qualified applicants should submit their cover letter and C.V, within Five working (5) days from the date of this announcement to respective Amhara Development Association (ADA) Coordination Offices West Gojjam Zone)

**Only shortlisted candidates will be contacted, and we are unable to provide any feedback on unsuccessful applications.**

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