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AMHARA DEVELOPMENT ASSOCIATION

Ref.No.

7020133/2114/18

Date

08/12/2024

Vacancy Announcement

Amhara Development Association (ADA) is seeking qualified candidates for the position of **Regional 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:

August 14, 2024

Position:

Regional Project Coordinator

Duty Station:

Bahir Dar, Amhara Development Association (ADA) Head Office

Employment Type:

Contract based

Contact Duration:

Four months

Salary:

ETB – 27,382.00

Job Description

Under general supervision of ADA Head Office's Project Implementation and Monitoring Director, the Regional Project Coordinator is in charge of:

- Planning, coordinating and monitoring Woreda Project Officers assigned at Goncha Sisonese, Degadamot and Sekela Woredas in the area of ensuring timely implementation of



planned project activities, preparation and submission of monthly and quarterly financial and performance reports and documentation of best practices or success stories;

- Liaises with Regional Health Bureau and UNICEF Field Office in the course of project implementation to wards ensuring effective project execution; establishes cordial partnership with other stakeholders as well;

SPECIFIC ROLES AND RESPONSIBILITIES

Leadership and Coordination

- Ensures Woreda Project Officers recruitment and selection;
- Prepare a micro plan on project activities which are directly implemented at ADA Head Office level;
- In coordination with the Human Resource Directorate, plans and budgets the Woreda Project Officers salary and fringe benefits;
- Ensures staff recruitment, selection, assignment and undertakes performance evaluation;
- Establishes proper filing and recording system on the project operation;
- Ensures efficient and timely implementation of project activities through all means;
- Proactively track possible challenges and strive to solve in consultation with Project Implementation and Monitoring Director and UNICEF Field Office focal person;
- Coach and mentor Woreda Project Officers;

Project Management and Implementation

- In consultation with the RHB MNCH Directorate arrange an appropriate training session.
- Facilitates training activities on BEmONC, IMNCI, MHPSS, SBC package training Leadership in Health and Community Engagement, SBC package training.
- Organize joint monitoring and performance review meeting programs.
- Provides overall technical support to the Woreda Project Officers.
- Provide need based technical support to ADA Zone Coordination Offices.
- Facilitate timely transfer of project budget to ADA Coordination Offices and target Health Centers.
- Work closely with ADA Head Office construction team regarding health facilities renovation monitoring.
- Checks the progress of project budget utilization.
- Ensures timely submissions of reports and other deliverables from the field to the ADA Head Office;
- Monitor and oversee the production of SBC materials to ensure their technical quality, consistency, and relevance. Ensure that communications materials are effectively developed,



JOB REQUIREMENTS

Education:

- MPH, with clinical background

Training:

- At least one training certificate from the following On BEmONC, IMNCI, ICCM, MHPSS, ECD, Health Service Management and Immunization programs.

Experience:

- Minimum 5 years of experience in managing/coordinating MNCH related programs implementation.

Skills and Attitudes:

- Strong working knowledge of MNCH program.
- Collaborative approach to team working.
- Strong personal commitment in implementing activities within various challenges.
- Good interpersonal/communication skills - both oral and written.
- Negotiation skills.
- Experience on frequent field travel.
- Ability to develop and review IEC/BCC materials and strategies.

Number of Position:

- One

How to Apply:

- Interested and qualified applicants should submit their cover letter and C.V, within seven (7) days from the date of this announcement to Human Resource Directorate, Amhara Development Association (ADA) Office.

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

ADA STRONGLY ENCOURAGES FEMALE CANDIDATES TO APPLY!

