



Children Believe Fund. Vacancy Announcement Project Technical Officer Position in Children Believe Fund.

Children Believe Fund (CBF) is a child-centered, community-based international development organization devoted to addressing the needs of children, their families and communities by implementing programs that focus on, health & nutrition, WASH, education, early childhood development, child protection sustainable livelihood development, disaster risk reduction and gender equality in different parts of Ethiopia.

Currently Children Believe Fund wants to hire **Project Technical Officer** for nutrition focused new project titled Championing Health and Gender Equality (CHANGE) to be implemented in North Wollo Zone of Amhara National Regional State, Ethiopia.

Title of the position: Project Technical Officer

Duty station: Gidan Woreda or Woldia, North Wollo Zone

Terms of Employment: One year with possibility of extension

Salary: Negotiable

Job Application Closing Date: September 26, 2024

Job Responsibilities:

The Project Technical Officer is responsible for providing technical support for Community Facilitators, Health Extension Workers, Social Workers and sub- district level Development Agents and other project stakeholders on knowledge delivery for positive nutrition practices and intersection and integration of nutrition with SRHR, MNCH, and WASH, among community members, capacity building for processing, storing, and preparing diverse nutritious foods among community members, especially women, improving resources for health service providers, expanding integrated nutrition, SRHR, MNCH outreach services connected to production (access) strengthening coordination among diverse one nutrition actors for delivery of integrated nutrition support, enhancing integration of gender-responsive nutrition approaches into local government policies and programming (duty-bearers) through series of orientations, consultations, training, technical advice and on-the-spot technical support and timely reporting the progress of the project to Project Manager. The Project Technical Office Project is also responsible for ensuring that the target project beneficiaries get the intended project benefits and project activities are implemented timely, effectively and efficiently bringing positive impact on their health status health on sustainable way.

Key responsibilities include but not limited to:

- Develops detailed implementation plan (DIP), and annual plan (detailing by month and quarter) of the project for each targeted Districts with emphasis on capacity building activities.
- In collaboration with the Nutritionist and Gender Specialist, design and develop social and behavioral change (SBCC) materials used for awareness raising and knowledge delivery on health, nutrition and gender equality.
- Provides technical support for Community Facilitators, Health Extension Workers, Social Workers and sub- district level Development Agents and other project stakeholders on knowledge delivery for positive nutrition practices and intersection and integration of nutrition with SRHR, MNCH, and WASH, among community members,
- Spearheads/facilitates capacity building training and orientations on processing, storing, and preparing diverse nutritious foods among community members, especially women, improving resources for health service providers, expanding integrated nutrition, SRHR, MNCH outreach services connected to production (access) for Community Facilitators, Health Extension Workers, Social Workers and sub- district level Development Agents and other project stakeholders.

- Sets specific strategies and provide technical support for strengthening coordination among diverse one nutrition actors for delivery of integrated nutrition support, enhancing integration of gender-responsive nutrition approaches into local government policies and programming (duty-bearers).
- through series of orientations, consultations, training, technical advice and on-the-spot technical support
- Organizes and facilitates trainings, orientations, consultations, technical advice and on-the-spot technical support on health & nutrition and gender equality for Community Facilitators, Health Extension Workers, Social Workers and sub- district level Development Agents and other project stakeholders.
- Organizes workshops, meetings and experience sharing forums relevant to the project.
- Follow up on activities performed by Community Facilitators and provide technical support/advice to the Community Facilitators through mentoring, coaching and supportive supervision.
- Actively involves all project stakeholders in implementation, monitoring and evaluation of project activities.
- Follows up on the practicality and effectiveness of training, orientation and social and behavioral change communication materials after the provision of the training/orientation/material whether the trainees or participants put it into practices, and provide required technical support.
- Ensures procurement and distribution (supply) of required materials and supplies for targeted beneficiaries, and follow up on the proper use of the materials and supplies by the project beneficiaries.
- Periodically collect, analyze and maintain data and information that are pertinent to project performance framework and essential project indicators and report the same to Project Manager.
- Regularly undertake project monitoring and supervision and report the same to the Project Manager.
- In collaboration with M&E Officer, ensures lessons/ best practices/ learning are captured/recorded and shared with the respective project staff, CBF and other concerned stakeholders.
- Produce periodic reports of the project and submits the reports to Project Manager
- Keeps records and properly documents project performances and basic project documents (monthly, quarterly and annual action plans, activity and financial progress reports, monitoring reports, training reports, minutes of meetings, name & address of beneficiaries with respective benefits received by each beneficiary, program impacts, successes, best practices, challenges, lesson learnt, etc. with all required supporting documents and photos, maps, charts, etc.)
- In collaboration with Project Manager and other project staff build and promote CBF's and donor's public image among the community, Government Offices and other stakeholders.
- Perform other related duties as assigned by immediate supervisor.

Minimum Education and Experience Required:

- BSc/BA Degree in nutrition, public health, development, health related or social science
- Minimum of 5 years' relevant experience in nutrition, public health, development or emergency, and or maternal and child health project.

Skills, Competencies, Attributes, Traits, and Behaviours:

- Fluent in Amharic and good in speaking and writing English language.
- Very good expertise and skill in providing technical support on nutrition, gender equality and protection
- Experience in implementing project in fragile or emergency context
- Responsible, courage, excellence, committed, contributing to team success, innovation with problem solving.
- Strong analytical and excellent report writing skill
- Excellent oral and written communication skills, interpersonal communications, relationship-building, team player, conflict management, and negotiation skills, especially when developing / maintaining contacts and influencing project stakeholders.
- Basic computer skills including MS Word, Excel, PowerPoint, database management software and internet.
- Be available and willing to work in fragile context and emergency situation.
- Able to travel in rural areas.
- Able to multi-task and on occasion work in high pressure environment with tight deadlines

- Productive personality traits, patience, sociable, responsible and courage.
- Commitment to CBF's Vision, Mission, Values, and Policies

Application Process:

Submit: **(1) Cover Letter, (2) Current Resume, and (3) Basic Information as per the following format**

Basic Information

Name of Applicant	Sex	Age (in year)	Educational qualification (Diploma/ MA/ MSc/ PhD) in -----	Years of relevant experience	Brief summary of organizations served and positions hold	Gross Salary Expectation (ETB/month)	Telephone #

Applications must be submitted to the following email address

tdemle@childrenbelieve.ca

Applications are welcome from qualified applicants and will be received until **September 26, 2024**
Applications must be submitted in **English**.

Women who meet the minimum requirements are highly encouraged to apply.

Only applicants meeting the qualifications will be shortlisted and contacted.

Children Believe is committed to diversity in the workplace and is an equal opportunity employer.

Consistent with our Child Protection/Safe-Guarding Policy the successful candidate must receive clearance by a criminal record check.

Children Believe Fund Ethiopia Country Office

Telephone #: +251 116 18 78 75