



Korea Foundation for International Healthcare (KOFIH)

Vacancy positions in Ethiopia

The Korea Foundation for International Health Care (KOFIH) is a Korean Government Agency under the Ministry of Health and Welfare working in many developing countries to create a development partnership and envisages seeing healthy community with particular focus on improving HSTP II with Ministry of Health of Ethiopia. For more information about KOFIH, visit website www.kofih.org

The organization is seeking to recruit competent **Project Assistant** who is focused on outcomes, excellent problem solver and strong communicant to take charge and assist the implementation of health projects running in Ethiopia.

Positions

Project Assistant

Role of the Project assistant

The role of the project assistant is to involve in providing project assistance to colleagues, clients and stakeholders of the business mainly responsible to assist implementation of project activities by communicating with partners and request information required for the implementation of all project relevant duties. Also responsible for providing administrative support to team members throughout the planning and implementation of the project activities by communicating between project participants and managerial staff, creating and updating project schedules and assisting in the planning and managing project's events.

The project assistant should be familiar with audits, invoices and budget preparations. Ideally, the candidate demonstrates interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable with an excellent organizational skills and be able to handle time-sensitive tasks. Ultimately, the candidate will be responsible for the day-to-day project management of the organization.

Number of positions: One

Location: Addis Ababa.

Terms of employment: One-year based contract subject to 3 months probationary period with possibility for extension based on proven performance.

Salary for project assistant: 21,000-23,000 birr

Job responsibilities:

The project assistant assists all projects activities of the organization for capacity building of Ethiopian Health Sector and advance the health of Ethiopian people. Responsibilities also include developing, coordinating and implementing plans for the control, monitoring and reporting of financial operations including preparing project budget, financial statements, maintaining cash controls, preparing payroll and personnel administration, maintaining accounts payable and preparing reports. He/she will assist by providing technical support to KOFIH Ethiopia Office on financial administration issues, reviews and compile reports of the project. Also responsible for providing administrative support to team members

throughout the planning and implementation of the projects. Duties include communicating between project participants and managerial staff, creating and updating project schedules and assisting in the planning and managing project's events.

Key Responsibilities include:

- Preparing documentation
- Assist arranging meetings with partners
- Preparation of contracts for out sourcing as required
- Arranging meeting based on the Project Coordinator's calendar
- Processing different payments.
- Attending staff meetings and taking minutes
- Responding to emails and answering calls
- Maintaining office calendars and sending out reminders of impending appointments
- Drafting letters and reports as may be required from time to time
- Proofreading and making copies of documents
- Assisting in the planning and overseeing significant events
- Assisting in managing the budget for special and routine events
- Reserving equipment and conference rooms for presentations and in-office meetings
- Review official documents from partners and act on it.
- Support staffs in coordinating & facilitating goods & services for the projects.
- Assist monitoring overall process of projects from budget execution to final report.
- Assist following up of the execution of project activities.
- Assist and follows up the compilation, preparation of report and submission to KOFIH Ethiopia Office and other relevant stakeholders as per the reporting schedule.
- Assist and follows up ensuring of the budget utilization if in accordance to the project plan and objectives.
- Perform financial reports and tracking bank deposits and payments
- Process invoices and manage records and receipts
- Performs other related duties as required by the supervisor.

Minimum requirements/Qualifications:

- University degree preferably in Health related fields, Project management or Economics
- Solid knowledge in the area of project management
- Strong budget development, tracking and reporting skills using computerized accounting programs
- Sharp time management skills.
- Strong ethics, with an ability to manage confidential data.
- Excellent computer skills including MS word, Excel and other job related applications
- Task-oriented individual, capable of working in high-stress environment: must possess strong social and ethical qualities.
- Commitment to KOFIH's vision, mission and values.

Skill required

- Communication skills: Excellent oral and written English and Amharic skills with ability to clearly and concisely communicate ideas and strategies to a variety of audiences. Other Local languages skill is plus.
- Interpersonal skills
- Problem solving skills
- Punctuality
- Critical thinking skills
- Teamwork and collaboration skills

- Adaptability skills
- Work ethics
- Financial Management skills

How to apply

Interested applicants who meet the minimum requirements should submit

- Application Form
- Up-to-date CV [Non-returnable]
- Copy of all credentials

Submission

- Application should be submitted through the following email address
kofihethiopia@gmail.com from July 24 – 31st July, 2024.
- Applicants are required to submit application using *only the designated* application form annexed. Otherwise, application **WILL NOT BE** accepted.
- Only shortlisted candidates will be contacted and requested to submit additional documents.
- A written exam & interviews will be used as a form of screening on Friday 2nd of August 2024.

For More Information Please Contact: KOFIH Ethiopia Office in Addis Ababa at:

Tel:- +251929049471

Annex

Application for the position of project Assistant

1. Personal Information

Position	Project Assistant	Applicant Photo here
Name (Family, Middle, Given)		
Date of Birth (DD/MM/YY)		
Gender		
Mailing address		
Mobile phone		
Email address		

2. Education

Category	Period	Name of Institution	Location of Institution	Major	Degree	Other
University						

3. Employment and work experience

Organization	Department/Division	Position	Period	Tasks	Amount of basic monthly salary (Net)

4. Certificate/License

Title	Institute of issuance	Year of Issuance

5. Compensation and starting date of work that candidate suggests

Basic salary per month (Net)	In birr _____
Possible starting date of work	

6. Introduction of candidate:

Description of each point should not exceed one half page of A4 (maximum 2 pages of A4 for all of the 5 points):

1. Describe here the motivational reasons for which you apply for the position of Project Assistant and your aspiration for work at KOFIH Ethiopia Office:
2. Describe here your training background and major work experience/ field and how they are relevant to the position of Project Assistant:
3. Describe here your career goal that you pursue and how your career goal is relevant to the position of Project Assistant:
4. Describe here your character and self-assessment of your strengths and shortcomings:
5. Describe here your suggestions for KOFIH: