



Internal/External Vacancy Announcement

DISTINCT FUTURE OF CVDA

Common Vision for Development Association (CVDA) is an indigenous, non-governmental, non-for-profit, humanitarian aid association. It was established on October 28, 2005 by a group of dedicated persons from diverse social, economic, professional and religious backgrounds.

CVDA has been re-registered and licensed by the Ethiopian Ministry of Justice, Charities and Societies Agency, on November 30, 2009 as an Ethiopian Residents charity in accordance with the Charities and Societies proclamation No. 621/2009 with registration No. 0588. It has permission to work at the national level however so far operates marginal parts of **Benshangule Gumuz Region**, **SNNPR** (Hawassa, Yirgalem, Dilla, Yergacheffe, Aletawondo, Wondo Genet, Chuko, Bule, Goreche and Gumer), **Oromia Region**, West Showa Zone (Muger), Borena Zone (Hageremaireyam, Yabello & Moyale), Guji Zone (Adola, Shakiso & Borena Negele), West Arsi Zone (Shashemene, Arsi Negele, Adaba, Nensebo, Kokosa, Shala, Siraro, and Kore woredas) **Afar Region**; Zone 5; Delifage, Dewe, Telalek, Hadele Ele and Sumu Robi Zone 3 ; Gewane and Gelalo and City Government of Addis Ababa

It is member of Consortium of Reproductive Health Association (CORHA), Union of Ethiopian Women Charitable Association (UEWCA), Ethiopian Extractive Industries Transparency Initiative/EEITI/, Ethiopia Civil Society Coalition for Scaling up Nutrition/ECSC-SUN/ and Afar Region Health Partner Forum.

The following are CVDA's vision, mission, goals, principles and values:

VISION

CVDA envisions a poverty-free Ethiopia where equity and equality are ensured.

MISSION

CVDA's mission is to enhance socioeconomic development in health, education, agriculture, environment, livelihood, and WaSH, humanitarian responses, community-based peace-building, and good governance through holistic approaches and working with the community to contribute towards sustainable development and an improved standard of living in Ethiopia.

OVERALL GOAL

CVDA's goal is to contribute to poverty alleviation through community-based approaches by implementing programs for development, good governance, and humanitarian responses in different regions of the country.

1. **Health and Nutrition:** Enhance the provision of equitable and quality primary health services and nutrition.



2. **Education:** Support the academic performance improvement of primary and secondary school children and functional literacy.
3. **Environment and Agriculture:** Enhance the capacities of households and communities on environmental protection and agricultural productivity.
4. **WASH:** Improve access and quality of water supply, sanitation, and hygiene.
5. **Emergency Responses:** Provide humanitarian and emergency responses for disaster-affected communities.
6. **Enhance Peace building, democracy, and good Governance**

PROGRAMS AND ACTIVITIES

- 1, Reproductive and Primary Health Program
2. Water supply, sanitation and hygiene (WASH) Program
3. Food Security, Livelihood Diversification and Natural Resource Conservation Program
- 4, Education Program
- 5, Emergency and Relief Program

Key ACCOMPLISHMENTS

CVDA has successfully implemented different food security, environmental conservation, income generating and HIV/AIDS project in collaboration with different stakeholders. On environment conservation activity; highly degraded land rehabilitated through soil and water conservation measure, area enclosure, vetiver grass and indigenous tree plantation, gabion established, stone and soil bund established, conservation agriculture introduced, biogas technology introduced and established, fuel wood saving stove established at HH level, spring water developed, washing stand, shower established.

Food security and Income of target group improved through beekeeping, poultry farm, fruit tree plantation/ apple, mango and orange plantation/, vegetable garden, false banana plantation, vetiver grass bank. Other group established group and individual business such as hair dressing, tea room, sugar and edible oil distribution, dairy farm, stone production, shower room and etc. On HIV prevention, care and support program target group and large community awareness raised on HIV prevention and living with HIV, counseling service, economic strengthen and improving balance diet intake, engaging in income generating activities, access for clinical service through referral linkage.

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Over all over 52 projects were implemented in different region and woredas since its establishment. In 2019/20 it has involved about 1630 volunteers and it has 74 full time staffs.

Project Name:- USAID Family Focused HIV Prevention, Care, and Treatment Service(FFHPCT)

Position Title:- Program Manager

Reports To:- Program Director (PD)

Job Location:-Addis Ababa Head Office, Ethiopia

Salary: Based on Organizational Scale

Vacancy opening date: November, 15 /2024

Vacancy closing date: November, 20 /2024

1. Introduction

The USAID Funded HIV Prevention Care and Treatment Services is aimed to strengthen local HIV epidemic management in order to accomplish the three 95 targets/goals. HIV mitigation services for children at risk concentrate on case finding and connecting undiagnosed children living with HIV to treatment, improving health outcomes through HIV viral load suppression, and creating interpersonal, family, and community norms to achieve HIV and violence prevention among 10- to 14-year-old children.

USAID Family Focused HIV Prevention, Care and Treatment Service award represents a transition from two unique programs OVC & HIV Care and treatment to one integrated program. To serve families infected or affected with HIV who are newly diagnosed, at high risk of default, or do not achieve viral suppression. Hence, this TOR is to employ OVC Health Linkage Coordinators to closely oversee OVC HIVSTAT clinical Cascades at the implementation site, and supervise SSW with health-related activities.

DUTIES AND RESPONSILBILITIES

JOB SUMMARY

This position will be responsible for all program and technical direction, ensuring that staffing is aligned with project vision, goals, and plans to achieve program results. With guidance and support of the Program Director the **Program Manager** will coordinate the provision of technical services, harmonize efforts and maximize synergy and integration between program areas and units. S/he will set a positive tone and inspire staff to apply results-based approaches for timely delivery of services to the clients we serve including but not limited to timely producing high quality documentation of project's successes and lessons learned for local and international audiences, as well as quarterly reports . The Program manager will directly supervise the regional Coordinator, HIV service specialist, OVC service specialist, CEF and volunteers for FFHCPT in Addis Ababa and Hawassa.



SPECIFIC RESPONSIBILITIES

1. Provide technical leadership and managerial oversight for the project activities and ensure the efficient implementation of all project activities and the timely reporting of those activities to Executive and program Director.
2. In consultation with the Program director, coordinate project liaison and collaboration with RHBS, FHAPCO, RHAPCOs, volunteer, clients and stakeholders, including CVDA head office management. Maintain a partnership with stakeholders that engender trust and respect and build USAID's confidence in the project implementing partner's ability to get the job done.
3. Serve as a member of the Senior Technical Team for USAID FFHPCT activity. With the Program Manager, adapt and implement management systems with standard operating procedures to administer all activities implemented by CVDA,
4. Program Manager will support the development of annual work plans, project implementation, monitoring and reporting.
5. Promote a team approach that emphasizes high level performance, creative approaches, the achievement of project goals and a collegial approach that is focused on assisting one another to succeed all project staff, as well as the support team members in CVDA.
6. Ensure effective coordination is established and maintained with project program team. S/he will direct efforts to write concept notes, proposal and new programs to address emerging health and programming challenges identified by donors, host countries or through the work we do.
7. Contribute to a knowledge management system where the donor vision and government values permeate through our clients to reach beneficiary communities, and the learning from grassroots and countries.

Accountabilities:

- Assist the program director to ensure proper running of program implementation, designing, monitoring and reviews,
- Coordinate the participatory program design/planning, appraisal process undertaken by the organization based on work plan,
- Coordinates the implementation of FFHPCT Activity based on the agreed project documents and terms of agreement;
- Ensure the implement of the FFHPCT activity as per SOP.
- Accountabel for the implemantion of FFHPCT project as per the standred and timely.
- Coordinate the planning and implementation of capacity building interventions planned by the Project coordinators based on work plan,
- Lead documentation of program learned for wider sharing and program improvement within CVDA,
- Lead and facilitate research based advocacy initiatives and ensure its linkage with CVDA and donors wider advocacy strategies,



- Prepare and implement skills imparting training in project proposal writing, project implementations and other topics as deemed necessary,
- Prepare and consolidate periodic technical and narrative reports at organizational level ,
- Produce project proposal periodically and submit to the Director to use when the need arise.
- Produce monthly project progress report which shows progress of each project
- Produces quarterly and annual performance reports to the supervisor.
- Ensures that all required information/data is made available for project appraisal, monitoring, evaluation and decision making.
- Evaluate staff under his/her supervision and submit to the HR unit,
- Serve as a member of senior technical team of the organization'
- Discharge responsibilities based on monthly and quarterly action plans as performance of plans and job description are the bases for staff performance evaluations,
- Produce annual, quarterly, monthly and weekly plan and submit for Director for approval and act accordingly.
- Manages, supervises, leads, guides and supports staff reporting to him/her;
- Ensures the development of key leadership, and management skills of direct reports to increase their capacity to develop and undertake major initiatives and assume larger responsibilities to further expand program/project impact and sustainability;
- Engage in proposal writing and expected to develop project proposal.
- Work on the financial and program sustainability the FFHPCT and other HIV project.
- Prepare proposal for RFA of USAID related to HIV projects
- Perform other duties as assigned by the Executive Director and Program Director with prior attention.

Attitudes and attributes

1. Strategic oriented,
2. Conscious of government and CVDA policies,
3. Skill in project formulation, implementation and resource mobilization
4. Awareness of donors' funding interests and their policies
5. Commitment to contribute for the achievement of CVDA objective, mission and vision,
6. Good leadership quality,
7. Good communications and interpersonal skills,
8. Ability to withstand pressure,
9. Ability to make logical and timely decisions.



MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- BSC/ Master's Degree in Public Health or equivalent with minimum of 9/ 6 years of professional experience is required.
- Experience in the implementation and management of HIV project, specifically experience in index testing, self-test, strengthening community response to HIV/AIDs in prevention, care, support and treatment services.
- Demonstrated ability to build and maintain relationships with senior-level colleagues, particularly interacting productively, proactively, and comfortably with government agencies, and others stakeholders.
- Experience with USAID projects is strongly preferred.
- At least 3 years of supervisory experience. Must have a proven track record of building teams and fostering collaboration in order to achieve goals, meet milestones, and produce high quality written qualitative, quantitative, and narrative deliverables. Familiarity with USAID regulations and administrative procedures in the implementation of donor assisted projects

Duration of employment: form date of employment with high possibility of extension based on performance and availability of fund.

Application procedure: through email: habetamubirhanu12@gmail.com CC: elsabetzewdu@cvda-ethiopia.org & cvda2005hr@gmail.com Write on subject of the email; **position and also attach summary sheet**

Registration place: submit summary of your profile as per format below, copy of application letter, C.V stating 3 work related reference & minimum salary expectation and other confidential: Head office; Bekele Eshte Tower, which is along Torhailoch Total road 5th floor, Room No.504 For further information contact 0113691051.

You can deliver in had or submit through email.

Format for Summary of Application : Please fill this form and attach when you apply.

Name of applicant	Position applied	Qualification	Field of study	Year of graduation	Year of Work experience		Title of HIV project managed	Salary expectation
					NGO	Gov't		

