



## **Vacancy Announcement**

The Ethiopian Society of Sociologists, Social Workers and Anthropologists (ESSSWA) has been implementing project entitled: *“Strengthening Public Sector Social Services System in Ethiopia (SPSSSSE)”* with a financial and technical support from the United States Agency for International Development (USAID). The overall objective of the project is to improve the social service provided to HIV and AIDS infected and affected adults, Orphan and Vulnerable Children (OVC) and their families in Ethiopia by strengthening social service delivery system and workforce in four Regional States and two city Administrations. ESSSWA is currently looking for competent and qualified candidates to fill the position of **Finance Officer and Project Officer** for this project. Therefore, interested professionals who fulfill the requirements are hereby invited to apply for the post.

### **I. Finance Officer (1 full time)**

#### **Job Purpose:**

Overall, the Finance Officer is in charge of handling the SPSSSSE project incomes and expenditures with timely recording of financial transactions using Peachtree Accounting Program. And, s/he will be responsible for the recording, management, facilitation and transaction of all financial activities of the SPSSSSE project.

#### **Key responsibilities:**

- Facilitate all transactions and payments of the SPSSSSE project
- Follow up bank balances on regular basis and the transfer of funds from the donor into SPSSSSE/ESSSWA's account,
- Review all payments against project budget and in conformity with USAID-Ethiopia Compliance, ESSSWA Finance policy, ChSA and tax rules and regulations,
- Prepare bank reconciliation statements,
- Review invoices and control issued items
- Ensure tax deductions are properly made on staff salaries/benefits, consultants and other expenditures as per the government's tax rules.
- Prepare periodic reports as per the requirements of ESSSWA, USAID-Ethiopia and tax Authority
- Assist the project manager to ensure that financial activities of the project are as per the rules and regulations of ESSSWA and donor and prepare reports and ensure fulfillment of requirements stipulated in the contract agreement.

#### **Qualifications and Skills:**

- Preferably BA Degree in Accounting and finance
- Five years or above experience in financial analysis and reporting or grant management, data analysis and commenting on variances between actual and budgeted expenditure
- Excellent in QuickBooks, Peachtree Accounting, and Microsoft Offices packages (with advanced skills in using Ms Excel) and other tools
- Excellent interpersonal, communication and presentation skills
- Commitment to Organization Value

### **II. Project Officer (1 full time)**

#### **Job Purpose:**

The Project Officer will be expected to make him/her familiar with the full range of the activities related to social service workforce development program in Ethiopia. And, s/he will be responsible for the coordination, facilitation and overall implementation activities of the project within the project target regions.

#### **Key responsibilities:**

- Assist ESSSWA and other partners to facilitate the development and implementation of social service workforce towards the improvement of OVC and HIV and AIDS services,

- Facilitate and coordinator workshop and training sessions on workforce development and strategies in close collaboration with partner organizations,
- Work closely with Ministry of Labor and Social Affairs, Ministry of Women and Children Affairs, HAPCO and their regional and zonal structures,
- Organize and provide training on social service work, workforce development and social services etc.,
- Conduct monitoring and supervision and compile feedback/reports for decision making,
- Compile periodic quality reports about the implementation progresses of the project,
- Assist the project manager to ensure that project progress reports are submitted to the donor as per the requirements stipulated in the contract agreement,

**Qualifications and Skills:**

- Preferably Masters Degree in Social Work, Sociology, Public Health and Psychology or related disciplines
- Five years or above experience in program coordination and management especially in (social service) workforce and work closely with Government and other stakeholders,
- Having experience in managing programs on OVC and HIV/AIDS projects funded by USAID is strongly preferred ,
- Demonstrated knowledge and skills in Case Management for victims of HIV/AIDS and Vulnerable Children,
- Excellent command of written and spoken English, Strong analytical and writing skills
- Motivation and ability to meet deadlines with short notices,
- Proficiency in basic Microsoft Applications , including, word, excel, statistical software, internet, e-mail

**Term of Employment:** three months contract with possibility of extension.

**Salary:** attractive and with good benefit packages

**How to Apply:**

Only candidates meeting the above qualifications and requirements are invited to send their applications, up-to-date CVs, photocopies of all credentials and supporting documents within 10 days to the following addresses:

**E-mail: [essswa@gmail.com](mailto:essswa@gmail.com) P.O.Box, 31130, Addis Ababa, Ethiopia OR**

**Submit in person at ESSWA office physically located at Holy Trinity Theology College Building, Fifth Floor Office No. 502, Opposite to AAU Arat Killo Campus**