



አማራ ልማት ማህበር
AMHARA DEVELOPMENT ASSOCIATION

ቁጥር ፖ/ገ/ገ/2025/116
Ref.No.
ቀን 10/08/16
Date

**ለሃብት ስራ አመራር ዘርፍ
አልማ/ባህር ዳር**

ጉዳዩ ፤ የፕሮጀክት ማኔጀር ቅጥርን ይመለከታል

ማህበራችን አማራ ልማት ማህበር/አልማ/ ከአለም አቀፍ ሕጻናት አድን ድርጅት ጋር በመተባበር የህጻናት መዳበር/Childhood Development Activity/ ፕሮጀክት እየተገበረ ይገኛል።

ይሁን እንጅ የክልል ፕሮጀክት ማኔጀር የነበሩት ለመልቀቅ ጥያቄ ያቀረቡ ስለሆነ በምትካቸው ከዚህ ደብዳቤ ጋር አባሪ ባደረግነው መስፈርት መሰረት ቅጥር እንዲፈጸምንል እንጠይቃለን።



ከሰላምታ ጋር

መዝገብ አንዱዳለም ወርቁ
ም/ዋና ሥራ አስፈጻሚ
(ፕሮግራም ማኔጅመንት ዘርፍ)

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www.ada.org.et

ባህር ዳር-bahir dar ስኬድ-Tele : - +251 582 20 10 08/ +251 582 20 00 39/
ፋክስ-Fax : - +251 582 20 10 88 e-mail: ada.hq@ethionet.et /hq@ada.org.et

Internal / External Vacancy Announcement

The Amhara Development Association (ADA): It was established in May 1992 by the people of Amhara Region. ADA is an indigenous, Non-governmental, Non-political & Non-profit making organization.

ADA works in collaboration with GOs, NGOs, and with community. ADA is a double donor funded by USAID and LEGO foundation sub granted to ADA by SCI from 2023 to 2027.

ADA is demanding to recruit and hire a competent project manager for USAID/LEGO Foundation Childhood development activity.

Position- Regional Project Manager

Job by ADA

Category: Development and Project Management, Education

Location: Bahirdar

Career level-senior (5+ years' experience)

Employment type-Full time

Salary- As per the organization scale

JOB DESCRIPTION

TEAM/PROGRAMME: ECD EiE Project Team

LOCATION: Bahirdar, Amhara

GRADE: 13

Child Safeguarding:

The role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) *or* intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

He/she will be responsible for the development of plans and activity schedules for the ECDE project activities, ensure their implementation, coordinate, guide, and supervise activities of coordination officers, ECDE coordinator. He /she is expected to provide technical assistance to ADA project implementation team leaders and project coordinators. In addition, he/she is responsible to support the LME coordinator for the compilation of regional level project progress reports to SCI and other relevant partners.



The project manager will have Bachelor's degree in Education (BED) and second degree in education and/or project management and/or other related social science field. The manager will also have working experience in coordinating emergency education or similar projects. He/she is accountable to the Director of project implementation and monitoring and will spend 100% of his/her time on the project.

SCOPE OF ROLE:

Duty station:-

- ADA Head office/Bahirdar as primary office.
- Travel to field Offices of North Shewa, North Wollo and North Gonder ADA coordination Offices and grass root level as necessary.

Reports to: Project implementation and Monitoring director

Staff reporting to this post: CDA learning, monitoring and evaluation/LME coordinator and ECDE coordinators.

KEY AREAS OF ACCOUNTABILITY:

Program oversight and management

- Develops a feasible program implementation plan and budget and lead delivery on time, budget, and quality.
- Comply with ADA- Save the Children policies and practice with respect to child safeguarding, code of conduct and other relevant policies and procedures.
- Ensure that the program is implemented in ways that are responsive to the targeted communities and children, in line with the education thematic strategic plan; ADA's principles, values and compliance procedures.
- Identify critical issues in the implementation of program to initiate actions to address them.
- Monitor outputs and outcomes and identify challenges and lessons learned from the implementation of the program to help develop strategic insights to enable better decisions.
- Initiate and facilitate changes and improvements on implementation approaches and strategies of the program.
- Work closely with other key personnel to ensure efficient and effective linkages with the Amhara Regional government line Bureaus
- Lead the development of quarterly, bi-annual and annual work plans and performance reports for their program
- Ensure the effective use of program resources in compliance with donor regulations and ADA policies.
- Provide technical leadership to field staff (Coordinator, Officers, and Community facilitators) and share best practices and methodologies.
- In close coordination with the SCI Education team, support program development and implementation of best practices

Budget management



- Prepare and compile annual plans, budgets, quarterly and annual reports for the program based on donors requirements.
- Ensure that program budgets are managed through rigorous budget and finance monitoring practices with participation of all key functions and project team
- Ensure that budgets are spent and charged to their respective budget heads and awards by diligently reviewing the financial reports regularly/ at least monthly and bringing to the timely attention of the project implementation director,, Finance director and Awards Foals.
- Efficiently and successfully manage the award cycle by putting in place robust mechanisms to start, implement and close awards in line with donor as well as ADA's policies
- Ensure that awards are managed as per ADA's and donors' requirements including the quality and timely submission of reports
- Make periodic program and budget revisions as required.
- Ensure effective and efficient utilization of program budget and other resources for the intended purpose.
- Ensure that the finance reports are in line with the project agreement and requirements from donors.
- Ensure that plans are implemented as per agreed and approved budgets.
- Monitoring, evaluation, and quality assurance
- Regularly follow-up and monitor the program to ensure proper and efficient implementation.
- Manage knowledge and experiences from the learning process and replicate good practices.
- Ensure the proper utilization and use of monitoring and evaluation systems are put in place.
- Ensure the preparation of timely program and donor reports on project activities in compliance with internal ADA requirements.

Documentation and Learning

- Ensure proper documentation of experiences and lessons (including pictures and video documentation) learned in the course of program implementation..
- Facilitate and participate in studies and reviews related to the program.
- Facilitate and ensure dissemination of information and study/reviews.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- He/she is accountable to the Director of project implementation and monitoring and will spend 100% of his/her time on the project.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary capacity to improve performance and applying appropriate measures when results are not achieved.

Job Requirements

QUALIFICATIONS AND EXPERIENCE



- Need to have Bachelor's degree in Education fields and second degree in project management and/or other related Education/social science fields.
- **Must have at least 4 years of working experience in managing or coordinating education or similar projects at regional level.**
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- Highly developed cultural awareness and ability to work with people from diverse backgrounds and cultures
- Strong results orientation, with the ability to challenge existing mind sets
- Experience of successfully implementing changes to processes to improve and monitor quality standards and impact achieved
- Solid budgeting skills and knowledge of key donor regulations
- Fluency in English, both verbal and written, required
- Commitment to ADA values

Requirements on Child safeguarding

- No records on violating Child safeguarding policy/ child abuse.

