



Ref. No. TDA-6/938/015  
Date: Oct 12/2022

### Internal/External Vacancy Advertisement

Terepeza Development Association (TDA) is a church based nationally registered Civil Society Organization (CSO) which has been implementing various community based development projects and programs in different parts of Wolaita and neighboring Zones and other regions since its establishment in 1992. The association seeks to recruit a competent agronomist for its new project entitled "Community Mobilization for Economic Empowerment, Food Security and Climate change resilience".

Hence, we invite qualified and competent applicants for the position detailed with the requirements hereunder:

<b>Position:</b>	Project Coordinator
<b>Accountable to:</b>	Program Manager
<b>Location :</b>	Wolaita Soddo with frequent travel to project catchment areas
<b>Application Deadline :</b>	October 12, 2022- October 18, 2022
<b>Type of Contract :</b>	Contract
<b>Languages Required :</b>	English, Wolaita and Amharic
<b>Starting Date :</b> (date when the selected candidate is expected to start)	Nov 01/2022
<b>Duration of Initial Contract :</b>	1 Year

### DUTIES AND RESPONSIBILITIES

- Conduct regular visits to project sites to monitor the implementation of activities, gather feedback from beneficiaries and submit detailed report about the activities and findings
- Assist to develop and strengthen local projects networks.



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TEREPEZA DEVELOPMENT ASSOCIATION

ቁጥር: TDA-6/938/015  
Ref.No.  
ቀን: Oct 12/2022  
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- Excellent knowledge of Results Management techniques;

### Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage financial complexities.

### REQUIRED SKILLS AND EXPERIENCE

#### Education:

- MSc/BSc in Development studies, Rural Development, Agriculture, Management and related fields

#### Experience:

- 5 years of relevant experience NGO environment experience in project management, monitoring and evaluation and working with communities
- Strong data collection and collation skills, processing, analysis and report writing.
- Good computer skills in word processing, spreadsheets and database software programs.
- Experience working with civil society groups and government authorities.
- Good negotiating skills.

**SALARY:** As per the organization scale

Applicants who fulfill the above mentioned requirements are kindly invited to submit written application in English, CV, Church recommendation letter and other relevant and legal documents to HR department within 5 days of this announcement.



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- Assist to identify needs and opportunities by conducting training needs assessments.
- Collect data on project indicators and maintain an updated database on project progress
- Assist in tracking project performance at community level and report, monitor and follow up on project activities.
- Support the program team to record and analyze monitoring data for reporting and timely communicate the results of analysis to inform programme decision making
- Support the Program Manager to prepare periodic project reports based on accurate and evidence-based data/information
- Support the Monitoring and Evaluation team in the tracking of outcome of activities evidenced by accurate data to enhance quality of reporting
- Identify and document human interest stories and case studies based on the successes of implemented projects
- Assist program team in reviewing log frames, M&E work plans and targets at proposal development stage through to project implementation

## COMPETENCIES

### Corporate Competencies:

- Demonstrates integrity by modeling the WKHC-TDA's values and ethical standards;
- Promotes the vision, mission, and strategic goals of WKHC-TDA;

### Functional Competencies:

#### Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting



136



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