



EUROPEAN UNION
DELEGATION OF THE EUROPEAN UNION TO
ETHIOPIA
Is looking for

One (1) PROGRAMME ASSISTANT

The **Programme Assistant** position is part of the operational team in European Commission Humanitarian Aid Department (ECHO) office in Ethiopia. Working in close collaboration with the national and international staff and directly under the Head of Office's supervision, the Program Assistant is involved in all activities necessary to delivering an effective humanitarian response in Ethiopia.

ECHO's programming in Ethiopia is based on two main pillars: the humanitarian assistance to refugees in the country and the response to humanitarian needs arising from natural and man-made disasters.

Vacancy Reference: **ECHO/PA**

The following requirements must be fulfilled by the candidate:

- Holding a relevant first level university degree or equivalent professional experience.
- Minimum 5 years of relevant experience at national or international level in supporting programme/project operations, including at least 2 years of experience with an NGO/INGO, donor or national/international organisation;
- Good knowledge of the European Union (EU) humanitarian aid system;
- Good knowledge of International NGOs, UN Aid agencies and Red Cross Movement;
- Solid understanding of the humanitarian situation in Ethiopia;
- Good understanding of Humanitarian Aid principles, policies and standards;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc);
- An excellent knowledge of English (verbal & writing).

As a part of a dynamic team and under the guidance from the ECHO Head of Office and / or Field Experts in Addis Ababa, the Program Assistant will carry out activities that will contribute to:

- assessing the humanitarian situation and needs in the country and follow local or regional events that may have an impact on the humanitarian situation;
- monitoring and evaluating the funded projects through regular field missions;
- analysing the reports of funded projects
- analysing new project proposals for future programming;
- liaising and collaborating with all actors active in humanitarian field, including other donors as well as government institutions;
- drafting operational reports
- participating and representing ECHO in relevant coordination meetings;
- Advising on the European Commission's Humanitarian response to specific humanitarian situations and input for the development of ECHO's strategy in the areas of operation.

Applications should be in English and include:

- cover letter,
- detailed CVs,
- references,

Salary grade: Group II – minimum step 2 (5 years' experience) – Basic monthly salary: 1,958€ + benefits

Application of the interested candidates should be sent by email **ONLY** to:

Echo-Administration.Addis-Ababa@echofield.eu

Applications should be marked with **vacancy reference ECHO/PA** and must be sent the latest **on 24th of February 2017**.

Only the short-listed candidates will be contacted.

Any form of canvassing, soliciting or influencing will be treated as a disqualification.