



Timret Lehiwot Ethiopia

Internal/External Vacancy Announcement

Timret Lehiwot Ethiopia (TLHE) is a registered and licensed Ethiopian Resident Charity founded in July 2004 with the aim of preventing the spread of HIV/AIDS and to mitigate its socio-economic impact among People Living with HIV/AIDS, Most At-Risk Populations and powerless citizens through Peer education, Condom Promotion and Distribution, Care and Support, Referral Networking, Capacity Building and IGAs.

Wise Up is a program at TLH Ethiopia to promote condom and prevent HIV targeting sex workers, their clients and other most at-risk populations (MARPs). It is aimed at expanding HIV prevention services among sex workers and their clients. The program operates in 28 towns found in all regions of Ethiopia.

In light of the need to reinforce our Programs/Projects and Organizational Administration, We are looking for individuals who wants to join a passionate, dynamic and committed team of TLH Ethiopia.

1. Position: Deputy Director

Required Number	One
Place of work:	Addis Ababa with frequent travel to regional operational sites
Terms of employment:	One Year with possibilities for extension (renewable based on performance) with 45 days probation period.
Salary:	As per the organization's scale

Position Summary

Reporting to the Executive Director, the Deputy Director will have both internal and external responsibilities, ranging from maintaining the relationship among beneficiaries, donors, government and other partners to program/project management, administration and human capital.

This is a senior leadership position responsible for planning & implementation of new practices, innovations, and resources for the realization of the organization vision and mission.

Major Duties and Responsibilities

- Plays a leadership and coordination role in the planning, development, implementation, communication and documentation of new practices, services, strategic plans, and resources within the organization
- Oversees, directs, and co-ordinates the work of program and administration staff of main and regional offices.
- Participates in the planning and development of new programs/projects.
- Prepares and disseminate proposals, documentations, and progress reports.
- Provides leadership and direction in proposing changes to enhance the capacity of programs /projects of the organization.
- Facilitate regular review the organization administration manuals,5 yrs strategic plan and other working tools to meet the needs and objectives of the organization
- Accountable for the preparation, management and follow up for effective utilization of the program/project resources in the given period of time.
- Participates in recruitment, performance management, training and development of staff.
- Translates organizational goals into job objectives to ensure the most effective utilization of staff.
- Ensures the ongoing assessment and evaluation of the organization Programs/Project
- Chairs Staff /Beneficiaries , Board and Leaders(Management) Team meetings, as required, and represent the organization at public functions
- Actively pursues partnerships and initiatives with other organizations. Liaison with government, non government, donors ,private sectors and community groups
- Approve financial and related requests
- Ability to foster attitude of teamwork and creativity in problem solving, while being accountable for the quality and effectiveness of overall activities of the organization.
- Represents the Director of the organization as he/she needed
- Perform other duties as required

Qualifications and Must have personal traits

- Eight or more distinguished years in a senior management /leadership position in non-profit organizations, foundations, or government organization
- Highly intelligent, with advanced/MA degree in social science .administration or related fields from recognised institute
- Strong sense of serving the community with integrity and ethics
- Capable of execution of multiple tasks while responding to multiple priorities.
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations.
- Proven ability to work with efficiency, flexibility, and good humor.
- Demonstrated ability to build and maintain relationships with a wide array of people
- Operates with excellence in mind in all matters, with the confidence to defend/debate the organization vision without ego interfering.
- Outstanding communication and interpersonal skills are essential.
- Passionate about TLH Ethiopia’s vision mission and impact.
- Ability to exercise tact and diplomacy in organizational settings.
- Transparent, direct, with substance.
- Self-starter, self disciplined.
- Spark, imagination, creativity.

2. Position title : Human Resource /Administration Head

Duty Station : TLH-Ethiopia Head office

Reports to : TLH-Ethiopia Director

The HR/Administrator is responsible for all functions carried out by the department. The HR/Admin maintains reviews and updates all administrative and human resource system and procedures. The position also ensures uniform compliance with policies and procedures at all projects and provides technical support to field based staff.

The HR/ Admin will have the overall responsibility on recruitment, travel arrangement, filling system....

Responsibilities & Tasks

Personnel Management

- Maintain a thorough knowledge of TLH-Eth iopia's personnel policies and ensures the implementation of the policies.
- Ensure all personnel documents are maintained and updated in the personnel files
- Review staff policies, management manual whenever necessary & recommend any additions/deletions to the management team
- Monitor and coordinate timely contract renewals, preparation of ID cards, hiring and termination letters.
- Responsible to update indefinite period employee database (termination, new employment, evaluation, promotion & salary increment)
- Compile the total number of staff every month and report to Director
- Ensure timely and proper set up of venues for various meetings/trainings and assist in the preparation of the meetings
- Organize various events when necessary
- Advise Director and program Managers on disciplinary policies and regulations
- Visit projects at Addis and travel to field projects per year to monitor compliance with administration systems & policies, review administration operations, review personnel files and receive suggestion on Administration department
- Ensure proper management of the property of the organization (vehicle, fuel and other fixed assets)
- Ensure that proper procurement and supply system is maintained in the organization.
- Work closely with the management team to maintain staff and staff succession planning

Recruitment

- Serve as a focal person for TLH- Ethiopia recruitment. Posting positions on news papers and ensure that copies are sent to the field projects
- Process and follow up the recruitments of all positions, participate on CV screening, interviewing

- Provide orientation for newly hired staff
- Prepare all personnel letters (promotion, increment, transfer, termination....)
- Follow up on pending recruitments with concerned coordinators and update vacancies
- Conduct exit interview with outgoing staff and keep records in personal file

Staff training and meetings

- In collaboration with management team, identify training needs for the staff and available funding.
- Process all requests for staff training and facilities
- Ensure all training is monitored and recorded, for each staff member benefiting from training ensure a file containing the training request form , certificate is maintained
- Serve as the point of contact for all information regarding staff training and ensure dissemination of relevant information

Qualifications and Must have personal traits

- Eight or more years in Human Resource and/or Administration preferably in non-profit organizations, foundations, or government organization
- BA Degree preferably MA degree in Human Resource and/or Administration or related field
- Strong sense of serving the community with integrity and ethics
- Capable of execution of multiple tasks while responding to multiple priorities
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations.
- Proven ability to work with efficiency and flexibility
- Demonstrated ability to build and maintain relationships with a wide array of people
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3. Title: Program Officer

Place of Work: Addis Ababa

Salary: As per the scale of the organization

Terms of employment: for one year with possibility of extension

Main Duties and Responsibilities:

Under the direct supervision of the Program Manager, the incumbent will perform the following duties:

- Plan and coordinate the timely and quality execution of the program activities;
- Work with local stakeholders and partners in the overall execution of the program activities;
- Monitor the functionality of drop-in-centres in service provision and ensure that services are utmost provided to target beneficiaries;
- In collaboration with outreach workers coordinate and conduct trainings for Female Sex Workers (FSWs) and other vulnerable groups;
- Ensure that data collection tools and reporting formats are in place; activities are properly tracked and documented with appropriate formats and registry books;
- Facilitate the documentation of best practices and success stories;
- Conduct regular supportive supervisions and review meetings with field staffs;
- Provide timely feedback on supportive supervision results with workable recommendations and document it at central level for references;
- Write progress reports regularly and submit to his/her immediate supervisor;
- Facilitate financial transfers and ensure timely settlements of payments and advances;
- Ensure that referrals and networking between TLH and service providers, and other stakeholders are in place and functional to the needy;
- Regularly update the project manager on challenges, achievements and overall progress of the program;

- Other duties as assigned by the immediate supervisor.

Minimum Requirements:

Education

University Degree in Sociology, Development Studies, Psychology, Economics or any related fields

Experience

- Minimum 2 years experience working in a related field
- Computer proficiency in MS Office
- Previous work experience with an NGO is desirable
- Good command of oral and written English
- Good interpersonal and communication skill
- Flexible, self motivated and able to organize work independently with minimum supervision
- Team work; problem solving skill; organizational skills, attention to detail and high quality results and ability to multitasks

4. Title: Monitoring and Evaluation Officer

Place of Work: Addis Ababa

Salary: As per the scale of the organization

Terms of employment: for one year with possibility of extension

Main Duties and Responsibilities:

- Plan, organize, guide and manage all the Monitoring and Evaluation activities of Wise-Up program.

- Coordinate and take all the responsibility for undertaking monitoring and evaluation activities of the program
- Prepare and establish appropriate M&E systems with standard guidelines and procedures
- Develop appropriate formats essential for easy and regular follow up and evaluation activity of the program
- Receives regular reports from regional offices (Drop-in Centers) and conducts regular monitoring field visits to ensure proper implementation of the program activities ,
- Reviews the performance of the program and submits reports with recommendations for remedial actions to improve performance,
- Ensures that all program activities are monitored and evaluated according to the schedules, TLH- Ethiopia guidelines and agreements entered with government and/or donor,
- Serves as resource person on M&E and provides technical support, guidance and training to staff of regional offices (Drop-in Centers) as required,
- Prepares and submits monitoring reports as well as performance review reports timely
- Participates in impact assessment exercises gives recommendation on what needs to be done in the future,
- Carry out other related activities as assigned.

Minimum Requirements:

Education

University Degree in Sociology, Development Studies, Psychology, Economics or any related fields

Experience

- Minimum 4 years experience working in Monitoring and Evaluation

- Computer proficiency in MS Office
- Previous work experience with NGO
- Good command of oral and written English
- Good interpersonal and communication skill
- Flexible, self motivated and able to organize work independently with minimum supervision
- Team work; problem solving skill; organizational skills, attention to detail and high quality results and ability to multitasks

We strongly encourage qualified women to apply. Only short listed candidates who fulfill the requirements will be contacted.

Interested applicants who meet the requirements should send/drop their non returnable CV, Application Letter, Academic Credentials and supporting documents within 10 consecutive working days of this announcement:

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