



Ref No ECC-5817/01  
 Date 02/02/2026

**Re-Advertized Vacancy announcement internal and external**

**Background**

Ethiopian Catholic Church Social and development commission coordinating office of Sodo Omorate Sub-Branch office is a non-profit making organization which executes the mandates given to it by the Catholic Bishops conference in the fields of Pastoral, Social works, Human development and relief works. The Sub-branch office acquired a grant from an organization called CST-Ethiopia, and signed a grant agreement to implement a project entitles '*Attempt for Sustainable Economic wellbeing (A-SEW) in Dassanech Woreda of South Omo* for five years. Therefore, currently the Sub Branch office is looking for dedicated employee who full fills the required criteria

**Position: *Project Coordinator***

***Responsibility;***

***The project Coordinator is responsible for:***

- Network with relevant government and non-governmental agencies.
- Compile project Year End Reports and quarterly reports.
- Engage concerned governmental agencies and participating communities in planning, implementing, monitoring and evaluation of the project.
- Directly supervise project staff specifically project officers in terms of their work performance and discipline.
- Prepare and submit monthly, quarterly and annual progress and financial reports to all concerned parties.
- Follow up and ascertain that all project provisions are efficiently distributed to the beneficiaries as required by approved project guidelines.
- Ensure the right selection of the beneficiaries during or after screening beneficiaries.
- Coordinate and facilitate smooth relationship between the organization and donors..



- Maintain a smooth working relationship with the donor and submit promptly all required information.
- Coordinate all training program of the project.
- Ensures the program properly captures, documented and updated relevant information of the project
- Perform other duties as assigned by his/her immediate supervisor

**Contract Length:** One year with the possibility of extension based on performance

**Duty Station:** Dassench Woreda of south Omo Zone

**Salary and Benefit:** As per the scale of the organization

**Reports to:** Sub-branch office Program Manager

**Sex:** Male/female

**Number:** One

### **Job Requirements**

- BA/BSC degree in Agriculture, Economics, Sociology, Civil Engineering, development studies and other related fields

### **Work Experience**

- 6 Years of relevant experience in NGO environment for BSC/BA degree and 4 Years for MSC degree

### **Required Skills**

- Good understanding of national and local priorities relating to learning disability, family cares, and other related issues.
- Excellent communication skills including oral, written, facilitation and presentation skills essential.
- Excellent prioritization and time management skills.
- Self-motivated/Proactive and ability to work under minimum supervision.
- Ability to write and read both English and Amharic
- Former experience in similar position is advantageous
- NGO experience is mandatory



## Application Deadline

- 13 February 2026

## How to Apply

- Interested applicants who meet the above minimum requirements would be required to apply in person to Ethiopian Catholic Church Social and development commission Coordination office of Sodo or in Omorate Sub-Branch office in person or Email through [eccscs2020@gmail.com](mailto:eccscs2020@gmail.com) until February 13,2026
- Qualified women are highly encouraged to apply

**Only shortlisted applicants will be contacted for the exam/interview**





**Re-advertized Immediate Vacancy announcement internal and external**

**Background**

Ethiopian Catholic Church Social and development commission coordination office of Soddo is a non-profit making organization which executes the mandates given to it by the Catholic Bishops conference in the fields of Social works, Human development and relief works. The Sub-branch office/Omorate/ acquired a grant from European union and signed a grant agreement to implement **Strengthening integrated peace, Resilience and Disaster Risk Reduction for cross-border communities in the Karamoja Cluster Project** in Dassenech and Nyangatom Woreda of South Omo Zone .

Therefore, currently the Sub-branch office is looking for dedicated employee who full fills the following criteria's

**Position: Project Officer**

**Responsibility;**

- Prepare periodic work plan (weekly, Monthly, Quarterly, Bi-annual and Annual) and perform accordingly.
- Facilitate and take part surveys and need assessment
- Play an active role in beneficiaries Targeting, Cross check, mass validation process and implement the feedback mechanisms.
- Provide technical assistance to community development facilitators
- Tracking down all required project information and document appropriately.
- Ability to conduct home to home follow for each activities of the project
- Prepare and / or coordinate the preparation of periodic operational plan of project.
- Prepare and submit periodic progress reports to whom he/she account for.
- Ensure that all project provisions are distributed to the beneficiaries as required by approved project guidelines.
- Maintain a smooth working relationship with the concerned government sectors at the district level and provide all required information according to the guideline of the Secretariat.



- Perform other duties assigned by his/her immediate supervisor

**Contract Length:** One year with the possibility of extension based on performance

**Duty Station:** Nyangatom woreda of South Omo Zone

**Salary and Benefit:** As per the scale of the organization

**Reports to:** SPREAD project Coordinator

**Sex:** Male/female

**Number:** One

## **Job Requirements**

- BA/BSC degree in Agriculture, Economics, Sociology, Civil Engineering, development studies and other related fields

## **Work Experience**

- 4 Years of relevant experience in NGO for BSC/BA degree and 2 Years for MSC degree

## **Required Skills**

- Good understanding of national and local priorities relating to learning disability, family cares, and other related issues.
- Excellent communication skills including oral, written, facilitation and presentation skills essential.
- Excellent prioritization and time management skills.
- Self-motivated/Proactive and ability to work under minimum supervision.
- Ability to write and read both English and Amharic
- Former experience in similar position is advantageous
- NGO experience is Mandatory

## **Application Deadline**

- 13 February 2026

## **How to Apply**



- Interested applicants who meet the above minimum requirements would be required to apply in person to Ethiopian Catholic Church Social and development commission coordination office of Sodo office, Omorate Sub-Branch office in person or Email through [eccscs2020@gmail.com](mailto:eccscs2020@gmail.com) until February 13, 2026
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