



**Vétérinaires
Sans Frontières
Germany**

Internal and External (JOB OPPORTUNITY)

Background

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization engaged in humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, WASH, marketing, and food safety, VSFG works towards food security and strengthened livelihoods of pastoralist communities. VSF Germany registered and licensed in Ethiopia by Authority for Civil Society Organization since March 2010 as foreign organization re-registered since May 23, 2019 with License no 1662. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Somalia and Uganda.

VSF Germany seeks to recruit qualified and well experienced staff for projects entitled "Drought Emergency Response in Borana, South OMO and Somali Region (DER-BOSS) funded by American People through United States Agency for International Development (USAID), Bureau of Humanitarian Assistant (BHA) in Oromia, Borana zone, SNNPR in South Omo zone and Somali region-via our partner VSF Suisse. The positions to be filled are as follows and in each position female are highly encouraged to apply.

Position 1:

Job title: Project Managers

Line manager: Country program manager/ Field coordinator

Place of work: South Omo zone of SNNPR and Borana Zone Oromia.

Donor: USAID-BHA

Monthly salary: As per VSF Germany salary scale

No. Of positions: two (2)

Length of Contract: One year with possible extension

Job Summary:

Project managers will provide overall leadership and coordination for ensuring the implementation and accomplishment of project objectives in South Omo zone of SNNPR and Borana zone of Oromia in line with project design and VSF Germany vision, goals, program principles, standards, and approaches. In consultation with the line manager and in collaboration with program coordinator s/he develops annual implementation plans and budget, allocates appropriate resources to accomplish the plan, and ensures that an appropriate monitoring system is in place to track progress. To promote the highest level of staff performance project manager ensures technical backstopping; good working environment, coaching and counseling to the project staff. S/he establishes and maintains effective working relationships with signatory government line bureaus, departments and offices as well as with other implementing partners working in the same geographic areas. Project manager for SNNPR will be based in Hamer Woreda, Turmi and for Oromia location to be specified later in one of the project district in Borana zone.

Key areas of responsibility:

- The incumbent will be responsible for the project planning, management, monitoring and implementation.
- Ensure the project implementation progress is in line with the activity work plan and budget plan.
- Ensure that donor and government regulations are adhered to and that necessary administrative, financial and implementation controls are observed.
- Manage the project budget ensuring strict monitoring on all expenditure.
- Participate and contribute to relevant project related network and links.
- Develop work plans, financial projections and verify all financial reports as per approved budget.
- Manage the flow of technical reports and compilation of the same in the project narratives for internal and donor reporting and review financial reports as per allocated budget and expenditures.
- Support internal and external monitoring and evaluation exercises including donor and government visits.
- Manage the project team with clear guidance in the different components of the project implementation
- Detect needs in the areas of intervention and conduct needs assessments
- Collaborate with other VSF G other running projects in the area and government counterpart at all levels
- Consider cross cutting issues during project activity implementation such as accountability to affected populations, Do No Harm, community complaint and feedback mechanisms, etc.
- Represent VSFG and USAID-BHA project in various project forum and networking levels.
- Documentation and capturing best practices/human interest stories etc.
- Contribute to need assessment and new proposal writing through providing necessary data and information from the field

Job Requirement:

- University Degree in Animal Science/Livestock & Production, Agriculture (NRM), Veterinary Medicine or Development and related fields.
- At least 7 years of professional experience and NGO experience will be a requirement.
- Team leadership experience preferred and proven people management skills.
- Knowledge and experience of working with pastoral communities will be an added advantage.
- Experience to project design, implementation, monitoring and evaluation.
- Working Knowledge of Donor Funds Management and Reporting.
- Experience in the management of relief and development work.
- Language proficiency in written and spoken English;
- Interpersonal communication and report writing skills;
- Demonstrated technical ability, sound judgment and ability to work effectively with others at all levels;
- Firm belief in teamwork, gender equality, sensitivity to HIV/AIDS, participatory approach and sustainable development.

Position 2:

Job title: Project Officers

Line Manager: Project manager

Place of work: (South Omo zone of SNNPR) and (Boran Zone of Oromia Region)

Donor: USAID-BHA

Monthly salary: As per VSF Germany salary scale

No. Of positions: Ten (10)-South Omo 4 and Borana 6

Length of Contract: One year with possible extension

Job Summary:

The purpose of Project Officers position is, to effectively implement USAID-BHA funded project in South Omo Zone of SNNPR and Borana zone of Oromia region with specific role on livelihood components of project activities in

collaboration with other VSF Germany staffs. S/he is also responsible for assisting the project manager in project designing, planning, budget control, reporting and so on.

Key Areas of responsibility:

- Engages primarily in the implementation of livelihood component of the project such as Animal health, animal feeding, natural resource management etc of the project in accordance with project design, implementation planning and other interim plans;
- Participates in the development of a detailed implementation plan with staff and partners/stakeholders;
- Ensures that each activities of the project are interlinked and comprehensively covered;
- Provides technical assistance and support to other team members of the project.
- Makes sure that project activities are performed in line with the work plan;
- Participates in project activity and budget planning
- Lead project implementation, monitoring, follow up and evaluation at district level
- Ensures that summary of community meetings, seminars or workshops facilitated and or attended by project staff is well documented and shared with others;
- Together with the Project Manager, compiles monthly, quarterly, midterm and annual reports for government, Donors and other partners;
- Together with the Project Manager, properly document the achievements and lessons of the project activities and share with concerned stakeholders
- In close consultation with the Project Manager, liaises with relevant government institutions, counterparts, NGO and CBO partners with the objective of effective implementation of the project activities;
- Establishes an effective working relationship with other partner's staffs, government, non-governmental and community based organizations;
- Participate and led beneficiary identification with stakeholders and document process and keep beneficiary lists and other related documents of the project.
- Work cordially with local partners, authorities and leaders in reaching the beneficiaries.
- Keeps herself/himself updated about recent developments in assigned technical areas and related issues;
- Facilitates trainings, workshops, experience sharing visits, etc that are related to the needs of target beneficiaries and government line departments

Job Requirement:

- University Degree in Animal Science and Production, Veterinary Medicine or development and related fields.
- At least 5 years of professional experience and NGO work experience will be a requirement.
- Knowledge and experience of working with pastoral communities of in SNNPR and Borana speaking local languages will be a requirement
- Language proficiency in written and spoken English;
- Computer literacy in MS-Word, Excel;
- Interpersonal communication and report writing skills;

Position 3:

Job title: WASH officer

Line manager: Project manager-Borana /Field coordinator South Omo

Place of work: South Omo zone of SNNPR and Borana zone of Oromia

Donor: USAID-BHA

Monthly salary: As per VSF G salary scale

No. of positions: two (2) one for South Omo and One for Borana

Contract period: For one year with possible extension

Key areas of responsibility:

- The WASH officer will be a primary focal person for WASH components of USAID/BHA funded project in the project districts and responsible for planning, implementation and monitoring of WASH activities.

- Ensure the availability of accurate, complete and up-to-date information required for effective rehabilitation and upgrading of Water schemes in the targeted project Woredas with a particular focus on creating safe water access for humans and livestock.
- Provide technical support to relevant government line offices and project staff as well as communities in order to develop capacities related to their roles and responsibilities of WASH components of the project.
- Ensure rehabilitated water schemes of the project provide quality water services to beneficiaries in accordance to existing standards
- Work closely with Woreda water offices, project manager and other project staff in accomplishing his or her duties,
- Lead the planning, promotional and awareness creation on the objective of the WASH component of the project in collaboration with district line offices and community mobilizers, and wider beneficiary communities
- Conduct and lead assessment in the targeted districts which inform identification of water scheme to be rehabilitated or upgraded by the project based on priority needs, develop BOQ, specification, for the water scheme to be rehabilitated
- Technically provide leadership role for the implementation of rehabilitation of water scheme as per the existing standards in the region.
- Submit timely and accurate weekly, monthly, quarterly and final reports on WASH component of the project
- Plan, cooperate, collaborate and work closely with district water office and pastoral development office staff with particular emphasis on gender during implementation of the project
- Provide training in collaboration with district and regional water bureau expert for WASHCO
- Plan and conduct capacity building trainings to WASH experts, development agents and communities
- Support other livelihood activities of the project by closely working with VSF Germany and its partner project officers to ensure the attainment of project objective.
- Actively participate in the identification of strategic water point to be rehabilitated through participatory approach with beneficiary communities and government line offices
- Oversee and coach community mobilizers that are recruited by the project.

Job Requirement:

- At least bachelor degree in Water Engineering or related fields with relevant experience
- A minimum of 5 years post qualification experiences in water structure development, NGO experience is desirable
- NGO experiences in the field is an asset specifically USIAD funded projects
- Good experience of working in Borana (Oromia) and South OMO-SNNPR region and communication skill in English and local language is an added value
- Extremely flexible, able to work independently, and have the ability to cope with stressful situations
- Interest in and ability to work in team
- Good organizational and interpersonal skills
- Ability and willingness to work in remote areas

Position 4:

Job title: Field Accountant

Line manager: Project manager

Place of work: Borana zone oromia and South Omo Zone of SNNPR

Donor: USAID-BHA

Monthly salary: As per VSF G salary scale

No. of positions: Two(2) Borana zone (1) and South Omo Zone (1)

Contract period: For One year with possible extension based on available funding

Job Summary:

The project accounts position is mainly responsible for checking and endorsing payments and receipts, preparation of vouchers for payments and receipts, preparation of journal vouchers, posting, summarizing all financial documents and follow up of settlement of advance payments.

Key Areas of responsibility:

- Control budgets based on donor's regulation and internal organizational policies.
- Ensuring adequate supporting documents are maintained for every transaction processed at field office.
- Reviewing and/or Preparing Payment Vouchers for daily expenditures and Posting on cash book record on timely manner.
- Review and check correctness of budget line expenditures on project financial reports on regular basis.
- Preparing timely Cash requests at Field Level on monthly basis.
- Ensuring every single transaction is recorded on the accounting system for completeness of records
- Ensuring accuracy of transaction recorded both on hard copy and soft copy for error free reports.
- Maintaining and follow up on Field Procurements Procedures as per the VSF Finance Manuals.
- Ensure all requirements are done as per the VSF Finance Manuals during staff travel.
- Reconciliation of Cash in safe against petty cash Summary Form records.
- Processes posting of cash and Cheque payments explaining nature of transactions as brief and descriptive as possible.
- Follows up timely settlement of advance payments in general and per-diem advances in particular. Reports overdue settlements to project manager.
- Analyzes balances in receivable and payable accounts on a regular basis.
- Summarizes employment income tax deductions, pension and withholding tax deductions on monthly basis.
- Prepare and effect Per-diem Payments for Staff and training/meeting Participants in accordance with internal procedures.
- Administrative processing and maintaining proper records of related financial transactions in accordance with the organization Finance Manuals.
- Verifies the original documents compilations be sent to Addis Office every month, retains copies of all source documents and ensures the original and copies are the same.
- Keeps custody of financial documents and ensures that documents taken for references are returned timely.
- Ensuring and follow up of car log sheets register and completion on regularly basis.
- Paying Salaries for Field Staffs and settlement Pension & Income tax and withholding tax on monthly basis.
- Follow up on timely payment for Utilities and Telephone bills.
- Keep good track of fixed asset and stock records and good custody of the same.
- Ensure timely reporting field transactions to the country office based in Addis Ababa

Job Requirement:

- Bachelor's degree in Finance, Accounting or Commerce
- 5 years' work experience as an accountant and experience in NGO is required
- Good knowledge of Microsoft dynamics and other financial software applications are advantageous
- Well-developed Information Communication and Technology (ICT) skills with hands on experience with computerized accountings applications.
- Conversant with USAID-BHA donor funding is an added advantage.

Position 5:

Job title: Field Accounts Assistant/Cashier

Line manager: Project accountant/Admin officer

Place of work: Borana Zone of Oromia region and South omo zone of SNNPR

Donor: USAID-BHA

Monthly salary: As per VSF Germany salary scale

No. Of position: Two (2)-South Omo (1) and Borana (1)

Length of Contract: One year with possible extension based on available funding

Job Summary: The field accounts assistant/Cashier is mainly responsible for handling petty cash, effect payments, document all financial and procurement documents and follow up of settlement of advance payments.

Key areas of responsibility

- Handling Field Petty Cash Management
- Ensuring petty cash reconciliation is accurate and done timely on monthly basis.
- Prepare Payment vouchers, cheque and effect payments
- Preparing Payment Vouchers for daily expenditures and Posting on Petty Cash Summary form
- Preparing Monthly Cash requests at Field Level
- Support and follow up on Field Procurements
- Follows up timely settlement of advance payments in general and per-diem advances in particular. Reports overdue settlements to project accountant.
- Settle employment income tax deductions, and withholding tax deductions on monthly basis.
- Prepare and effect Per-diem Payments for Staff and training/meeting Participants in accordance with internal procedures.
- Administrative processing and maintaining proper records of related financial transactions in accordance with the organization Finance Manuals.
- Ensuring and follow on car log sheets register on regularly basis
- Paying Salaries for Field Staffs and deposits staffs PF on monthly basis
- Effect timely payment for Utilities and Telephone bills

Job Requirement:

- At least college diploma/degree in accounting
- 3 years of work experience for BA/ degree graduates or 5 years of work experience for Diploma, preferably in an NGO sector
- Adequate knowledge of basic accounting concepts, principles, and practices.
- Ability to prioritize tasks in accordance with their time sensitiveness.
- Good experience in financial record keeping
- Maintain good working relationships among colleagues, and with other staff members.
- Willingness to work in remote and intense working conditions.
- Proficiency in Excel applications, adequate skill in communication both written and oral.

Position 6:

Job title: Filed Admin Officer

Line manager: Project Manager

Place of work: Borana

Donor: USAID-BHA

Monthly salary: As per VSF Germany salary scale

No. Of positions: One (1)

Length of Contract: One year with possible extension based on available funding

Job Summary:

Key areas of responsibility:

- Coordinate logistics for VSF Germany operations in Borana zone Oromia region (meetings, trainings, workshop, field visits, bookings, arrange accommodation, etc
- Register and update fixed assets
- Ensure that field assets and supplies are used and maintained in accordance with VSF Germany assets management manual
- Ensure that procurement guidelines/requirements and all procedures related to procurement are adhered to at all times
- Ensure that all procurements are carried out promptly and with the objective of obtaining the best value for money
- Make sure that items delivered are in line with the LPO(s) issued
- Ensure that the transport requirement of the projects are fulfilled all the time
- Maintain fleet operation information, such as vehicle log sheet, provide fleet management report of all vehicle on monthly bases
- Keep staffs records and track annual leave of staffs and alert project manager to take action in case of accumulated annual leaves
- Review and Keep records of vehicle movement (log sheet)
- Organize daily fleet travel schedule and follow for its implementation.
- Ensure field office utilities service are well maintained and follow for its timely settlement.

Job Requirement:

- Minimum Bachelor degree in HR Management, Economics, business administration or related studies
- Minimum of 5 years of professional experience post qualification and experience in NGO environment is desirable
- Strong ability to manage and prioritize multiple tasks
- Basic computer skill
- Good interpersonal skill
- Person with good attention to details
- Experience in logistic and HR is advantageous

How to apply

Interested and qualified candidates meeting the minimum requirements should send application comprising of the following documents to Ethiopia@vsfg.org within 10 working days post advert, on or before **August 1st 2023** indicating the **title of the position** on the subject line.

1. Updated CV not more than 3 pages
2. Cover letter for application only One (1) page
3. One-page summary table of educational background, work experience, skill, competence and current or last salary.

DON'T SUBMIT copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position and location in your email or on the cover of envelop and or application letter.

Due to the urgency of some position we shall conduct assessments on an ongoing basis as applications are received.

Disclaimer:

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.