



Position Title: Project Officer, Regional
Location: Addis Ababa, Ethiopia
Reports to: Addis Ababa Regional Program Coordinator, NASTAD Ethiopia

Purpose and Description

Based full-time with our NASTAD Ethiopia regional team in Addis Ababa, this position assists the NASTAD Ethiopia Regional Program Coordinator in implementing the work with the regional HIV/ AIDS Prevention and Control Office (HAPCO) and Health Bureau (HB) to support regional HIV planning, social mobilization, HIV prevention, and monitoring & coordination activities.

Essential Functions

- Assist the Regional Program Coordinator in developing annual region-specific work-plans in support of HAPCO/HB for social mobilization, community-based prevention, and other capacity-building needs, such as woreda-based planning, regional coordination of prevention and care services, monitoring and evaluation, and quality assurance.
- Under the direction of the Regional Program Coordinator, assist in facilitating regional planning including effectively engaging stakeholders, developing a regional plan and assuring the process and plan follow federal planning guidelines and direction.
- Participate in the development of region-specific prevention messaging, campaigns, and needed HIV information especially in terms of local high-risk populations.
- Provides technical support to assigned two woreda HAPCOs/health offices (HOs) and corresponding sub-city for optimal implementation of social mobilization and prevention activities, as well as for planning, monitoring, and coordination activities according to the national guidelines. Specifically, support the woreda HAPCOs/HOs to:
 - implement holistic and targeted community conversation according to the federal guidelines and high quality standards
 - coordinate, follow-up, and support school-based community conversation,
 - coordinate, follow-up, and support HIV mainstreaming implementation in all sectoral offices of the woreda
 - implement voluntary community anti-AIDS promoters (VCAP) program
 - implement standardized referral system between the community and health facilities with a strong feedback system in place
 - implement strong M&E system for social mobilization/CC to demonstrate the results and outcomes, and
 - conduct woreda-based health development planning process.
- Manage the administrative, financial, and documentation demands of implementing NASTAD Ethiopia activities in these two woredas.

- With the Regional Program Coordinator, maintain direct communication about all NASTAD Ethiopia activities with the appropriate HAPCO/HO staff.
- Maintain good relationships with zonal, woreda, and kebele staff as well as other partners in all activities and interactions.
- Relate any new or changed resource information in the region to the Regional Program Coordinator to keep the HIV resource directory current.
- Assist the Regional Program Coordinator in delivering trainings for woreda, zonal, and regional staff needed for successful implementation of effective social mobilization and community-based prevention activities.
- As directed, provide technical support to COSM implementing partner organizations and the staff at the sub-city and woreda levels for the implementation of social mobilization and prevention activities, as well as for planning, monitoring, and coordination activities.
- Report any relevant program activities and indicators to the Regional Program Coordinator in an accurate and timely manner to be included in the monthly activity and indicator reports from the region to the Country Director.
- Is knowledgeable of NASTAD policies and procedures and adheres to them.

Minimum Requirements

Education/Experience

- Bachelors degree in Public Health, Business or Public Administration, International Development, or other closely related field.
- Minimum three (3) years relevant work experience in HIV program delivery in Ethiopia.
- Experienced in evidence based planning, group processes and dynamics.
- Experienced in training and group facilitation.

Skills/Knowledge

- Is knowledgeable of relevant national and regional guidelines pertaining to HIV activities.
- Is knowledgeable of all HIV related activities occurring in the region.
- Exceptional ability to work independently and autonomously.
- Demonstrated ability to communicate effectively with partners, staff, and colleagues with a high level of tact, diplomacy and confidentiality.
- Demonstrated ability to monitor and document observed activities.
- Demonstrated ability to write clear and accurate reports.
- Demonstrated ability to effectively work collaboratively and many partners.
- Proficiency in Microsoft Office Suite with strong computer skills.
- Knowledge of data and evaluation systems.
- English fluency is substantial enough so as to communicate effectively both verbally and in writing.

How to Apply

Qualified candidates should apply by e-mail to NASTAD Ethiopia at hr.nastad.ethiopia@gmail.com.

The subject line of your email should **only** read “Regional Project Officer - Addis Ababa”. As we receive many applications for various positions at a time, this will insure quick and accurate submission of your application for consideration for the correct post. The application deadline is November 4, 2011 (GC).

Please include a cover letter with the position name, resume or CV, earnings requirement, and two references. Do not send additional documents such as diplomas, training certificates, or coursework. You may bring copies to the interview.

If email is not possible, please mail to NASTAD Ethiopia P.O. Box 1527/1110 Addis Ababa, Ethiopia or hand deliver to NASTAD Ethiopia Central Office, Kirkos Sub-city, Wollo Sefer 02/03, House No. 693 in Addis Ababa, on the top floor of the Jhpiego Building (G+3), off of Wollo Sefer just past the Mina Building on the right.

NASTAD is an equal opportunity organization and female candidates are highly encouraged to apply.