

Job Description for ICCO Cooperation Ethiopia Program Coordinator

Back Ground

ICCO Cooperation Central and Eastern Africa, having rolled out its Multi Annual Strategic Plan (MASP) 2020, felt the need for transition from thematic planning to regional and country specific planning. Based on this it developed its regional strategic framework 2015-2020 defining its core principles and approaches, strategic ambitions, pathways, performance indicators, targets as well as other details. Following this development, it was agreed that the regional strategy for ICCO Cooperation be further refined into country plans taking into account the different country contexts.

With this background ICCO Cooperation members have decided to closely collaborate in Ethiopia by developing a joint country program. Accordingly the Cooperation members specifically;

- Dorcas
- Edukans/DEC
- Light for the World
- Help a Child (Red een Kind)
- ICCO Cooperation
- Tear NL and
- Woord en Daad have started developing a joint program for Ethiopia.

The members analyzed the Ethiopian context and agreed on guiding principles before they have identified the strategic ambitions for Ethiopia. The agreed guiding principles included;

- Commitment to joint programming.
- Collaboration leads to increased effectiveness and complementarity.
- The use of the 80/20 principle where the members are expected to align at least 80% of their program to the ICCO Cooperation members' agreed program framework for Ethiopia, while they are free to go up to 20% by their own priority areas, which could be out of the ICCO Cooperation members joint program framework.
- Regional strategy will give the framework for country program development
- Branding and co-branding to be done in mutually acceptable ways and
- Lead and sub not cast in stone hence, to be arranged flexibly

Based on these guiding principles the cooperation members set a joint ambition which is ***“The livelihoods of rural community improved through sustainable social and economic***

development". For the realization of this ambition ICCO Cooperation members have identified program priority areas.

The identified program priority areas are:

- Creating enabling environment for youth, women and marginalized to become active players in inclusive value chain development and to become change agents.
- Enhancing skills focusing on technical and transferable skills with access to finance and market and
- Engaging private sector actors' esp. Dutch and Ethiopian Companies to create fair and sustainable market for small holder farmers for improved household income and food and nutrition security. Moreover, resilience building, risk mitigation and inclusiveness were identified to be critical cross-cutting issues which require attention at level of programming.

To move forward the started initiative, ICCO Cooperation members agreed to have an overall program coordinator for one year which could be extended based on the results in the pilot year.

Job title	ICCO Cooperation Ethiopia Program Coordinator
Reporting to	ICCO Cooperation's Ethiopia Country Representative.
Organization	ICCO-Cooperation
Terms of Employment	Full time with three month probation period
Salary and Benefit	As per the organization scale
Location	Addis Ababa Ethiopia
Responsibility	The program coordinator will be responsible to stimulate and coordinate the participation of the members of the ICCO Cooperation and their local partners. This also includes, exploring new ways of collaboration, organizing local partners for joint programming, implementation of the signed Memorandum of Collaboration (MOC) and mobilization of resources for the operation of ICCO Cooperation.
Position in the organization	The Program Coordinator will report to ICCO Cooperation Ethiopia Country representative. Moreover, for the purpose of facilitating the day-to-day implementation of the signed Memorandum of Collaboration (MOC), direct contacts will be made with representatives of the member organizations. There is a functional relationship with the representatives of the members of

the cooperation.

Overall Job objectives

- To ensure effective implementation of the signed MOC.
- To enable ICCO Cooperation members to secure funds for the implementation of the agreed joint programs
- To enable ICCO Cooperation members to actively engage in the designing and redesigning of the cooperation strategies and programs
- Represent and promote ICCO Cooperation members' joint initiatives in the country in appropriate places.

Tasks

- Facilitate implementation of the agreed joint initiatives as per the signed MOC
- Facilitate joint program development and discussion on program harmonization and complementarity
- Develop joint fund raising strategy for ICCO Cooperation Ethiopia
- Explore funding opportunities and take a leading role in proposal development with the participation of members
- Develop visibility materials for ICCO Cooperation Ethiopia
- Actively promote and brand ICCO Cooperation Ethiopia wherever appropriate and possible
- Ensure effective communication among ICCO Cooperation members by timely sharing relevant information and responding to requests from members
- Review implementation of the signed MOC at six months interval and present ideas for improvement when necessary
- Present quarterly progress reports to members
- Continuously assess added value or unique selling points of members which can be shared among members and support the scaling up of promising practices among members
- Facilitate joint program review meetings by members
- Facilitate cross learning among ICCO Cooperation Ethiopia members, develop monitoring, follow up and support mechanisms to ensure learning results in changing attitude and practices among member organizations
- Develop cooperation strategy and create linkages with other similar initiatives

Qualifications needed

- Good knowledge of the social, economic and political situation of Ethiopia
- Good networking and coordination skill.
- Substantial experience relevant to the identified program priority areas (inclusive value chain development, technical and transferable skills development and private sector engagement)
- Good understanding and practical experience in inclusion of persons with disabilities
- Broad knowledge and practical experience in multi-stakeholders engagement)
- At least bachelor degree in development related issues coupled with more than five years of relevant experience
- Good negotiation skills
- Networking and facilitating skills
- Training and facilitation skills
- Good communication skills, including intercultural communication and communication with ecumenical actors
- Affinity with protestant Christian and ability to deal with strong faith based organizations
- Excellent language skills in English
- Good experience in fund raising

Competences needed

- Open minded
- Integrity
- Innovative
- Strategic thinking
- Reliable
- Result driven
- Independent team worker

Terms of Employment

- ICCO Cooperation's Central and eastern Africa Regional Office's Terms of Employment for Addis Based staff will be applied