

# Senior

## Emergency Officer - Ethiopia,Lalibella

### Vacancy Announcement Senior Emergency Officer For Lalibella districts

Dan Church Aid (DCA) is a Denmark-based international NGO registered under certificate # 1083 by the Authority for Civil Society Organizations and working to improve the wellbeing of particularly the rural and pre-urban people in Ethiopia. DCA's Programme mainly focus on save live, building resilience and fighting inequality targeting highly disaster-prone areas in Oromia, Amhara, Afar, South Omo and Gambella regions.

Currently, the DCA Ethiopia Office is looking for a competent **Senior Emergency Officer**.

**Vacancy Number:** DCA-Eth/VA-007/2025  
**Vacancy Date:** March 31,2025  
**Post Title:** Senior Emergency Officer  
**Required number:** One  
**Type of Contract:** Subject to Donor approval, One year with possibility of Extension.  
**Duty Station:** Lalibella districts  
**Reporting to:** Emergency Project Manager  
**Expected Start Date:** May 1st, 2025  
**Application Deadline:** April 09,2025  
**Salary:** According to DCA national staff salary scale

#### Overall responsibility

The overall responsibility of the senior emergency project officer is to mobilize, organize and select beneficiaries and organize committees, beneficiary registration and verification, undertake daily technical supervision and ensure the implementation of timely and effective humanitarian cash intervention activities mainly the multipurpose cash assistance (MPCA) in the respective project locations/districts. He/she is responsible to conduct rapid need assessment of the humanitarian situation, project progress updates and share it with the Amhara field office and Country office. He/she is also responsible to work with pertinent government offices and maintain partnerships. The Senior Emergency Project Officer will act as a team leader to lead and coordinate the DCA humanitarian teams based in North Wollo (Libella and Bugna districts) working under his/her supervision.

#### Main Task

- Follow up on the day-to-day humanitarian cash/ MPCA activities of ECHO-funded project implementation in Lalibela and Bugna districts.
- Prepare and regularly review the project's Detailed Implementation Plan (DIP) for ECHO cash-based interventions.
- Ensure DCA ECHO Amhara/North Wollo humanitarian response activities are implemented in accordance with the operational plan and as per required the donor standard and requirements.
- Participate in the development of clear beneficiary targeting criteria and ensure that beneficiaries are adequately communicated about project activities and plans, including cash distribution date and conditions required for setting up of compliant mechanisms.
- Actively engage in humanitarian need assessment in the project locations on regular basis and share with the Waghimira field office and humanitarian team at the country office as required.
- Prepare and share humanitarian context situation reports on a regular basis for the field office and humanitarian team at the country office as deemed as required.
- Based on the need assessment and humanitarian context in the region, develop quality concept note/project proposal and share with Waghimira/Amhara field office and country office humanitarian team
- Produce quality reports on project progress and achievement including launching workshops, different training, joint monitoring and review meeting with line government counterparts, baseline survey, post-distribution monitoring, and end-line survey in collaboration with MEAL department and Waghimira field office team.

- Generate standard project progress/ impact level as per the donor requirement and share with the field office weekly, monthly, quarterly, interim, and annually as per the required quality and timeline.
- Conduct regular monitoring visits to project sites and provide technical backstopping to community development facilitators and beneficiaries.
- Organize and facilitate various workshops and capacity-building training for beneficiaries, community groups and relevant government offices on emergency response activities.
- Collect lessons learned, best practices, case studies and human-interest stories for reporting and promotional purposes and support knowledge management related to humanitarian response interventions focusing on MPCA.
- Ensure the relevant stakeholders including line government offices and target communities are actively participating in the planning and implementation of emergency response project activities.

#### **Reports and representation**

- Attend and present humanitarian and/or emergency response technical meetings at District and Zonal level regularly such as Amhara Sub National Cash Working Groups/taskforces and others
- Duly represent DCA in humanitarian meetings with beneficiaries, community representatives and humanitarian stakeholders at the Zonal, Woreda and Kebele levels in North Wollo operations.
- Ensure that good working relations are maintained with the beneficiaries committee, local government, and all partners including consortium members at the project location at the grassroots level.
- Create and foster the spirit and culture of teamwork within DCA staff and other partners at all levels of the working environment.

#### **Job Requirements**

- Master of Science (MSC) with 2 years or Bachelor of Science Degree (BSC) with 5 years of experience having education background in Disaster Risk Management, Agriculture, Food Security, Rural Livelihoods, Economics, and related disciplines
- Experienced in Emergency response and DRM project management of IDPs and hosting community context understanding and familiar with ECHO funded project implementations
- Good Knowledge of Ethiopian humanitarian operations and emergency recovery interventions
- Good knowledge on SPHERE and other humanitarian protocols and standards
- Experience working with INGOs and/or humanitarian agencies
- Excellent communication and organization skills
- Ability to work both independently and in a team
- Excellent technical skill in humanitarian needs assessment, analysis, monitoring and evaluation techniques
- Good report writing skills in English and computer skills in MS Outlook, Word, Excel, and PowerPoint

#### **How to apply**

*Interested and qualified applicants should apply for the post via the below link.*

*DCA is an equal opportunity employer, and all interested candidates are encouraged to apply regardless of age, race, gender, marital status and religious, political or ethnic affiliation. Please don't mention your religious or ethnic affiliation in your application.*

*Please Submit only an application letter and CV.*

*Only shortlisted candidates will be contacted.*