

Grant Reporting and Business Development Specialist – Addis Ababa

Vacancy Announcement Grant Reporting and Business Development

Specialist – Addis Ababa

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, and Gambella regions.

DCA Ethiopia Office is looking for a competent Grant Reporting and Business Development Specialist.

Vacancy Number: DCA-Eth/VA-010/2026
Vacancy Date: April 09, 2026
Post Title: Grant Reporting and Business Development Specialist
Required number: One
Type of Contract: One year with possibility of extension
Duty Station: Addis Ababa
Reporting to: Head of Business Development and Innovation
Expected Start Date: As soon as possible
Application Deadline: April 18,2026
Salary Range: As per DCA salary Scale

Position Objective

Responsible for ensuring high-quality, timely, and compliant donor reporting across the country programme, providing technical leadership on donor compliance, and strengthening reporting systems. The role also drives business development by leading the preparation of proposals and concept notes, coordinating inputs from programme teams, partners, HQ, and donors to produce competitive submissions. This role focuses on reporting and proposal/CN development.

Purpose

- Prepare and submit timely, high-quality donor reports (narrative and financial inputs).
- Ensure compliance with donor agreements, schedules, and guidelines.
- Maintain grant tracking systems and consolidate inputs from programme teams/partners.
- Document and share programme results and lessons learned with donors and stakeholders.
- Lead the drafting of proposals and concept notes aligned with donor priorities.
- Coordinate inputs from programme teams, partners, and HQ for competitive submissions.
- Work on identification of funding opportunities and strengthen business development practices.

Engagement

- Coordinate with programme, finance, MEAL units, and partners to collect and validate reporting data.
- Liaise with HQ (GPRM) to ensure alignment with global compliance standards and procedures.
- Maintain regular donor communication on reporting schedules, clarifications, and follow-up queries.
- Support partners in strengthening their reporting capacity and compliance with donor requirements.
- Facilitate the proposal and concept note development process, including preparation of annexes and coordination with consortia.
- Engage with programme teams, partners, and HQ to ensure accurate inputs and competitive submissions.
- Participate in project review meetings and coordination platforms to ensure proposals and reports reflect project progress

Delivery

- Properly document all reports, grant agreements, amendments, donor correspondence, proposals, and related annexes in the PPD (DCA Database).
- Track and monitor reporting and proposal deadlines to ensure timely, compliant submissions.
- Organize and participate in project review meetings, coordination platforms, and programme discussions to ensure accurate representation of project progress in reports and proposals.
- Lead and facilitate proposal development workshops, including design of processes, coordination with consortia, and preparation of supporting documentation/annexes.

Job Requirement

- Master's degree in social science, Business Administration, Development Studies, International Relations, Project Management, with a specialization or academic focus in DCA thematic areas such as Humanitarian Studies, Livelihoods and Food Security, or Climate Change and Development.
- Minimum 7 years of relevant professional experience in grant management, donor reporting, or programme coordination within an INGO, or international development organization.
- Adequate working knowledge of requirements and guidelines of donor.
- Good Knowledge of project cycle management
- Excellent proposal writing skills, with close attention to detail.
- Proven track record of developing development and humanitarian program from key institutional donors: USAID, EU, ECHO, BPRM, DANIDA and others, understand their communication requirement.
- Excellent English oral and written language skills is required
- Ability to effective time management.
- Strong team and communication management skills
- Capacity to work in a busy environment and strategy to manage the workload
- Excellent interpersonal skills and the capability to work within different cultural environments.

How to apply

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

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.