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Catholic Bishops' Conference of Ethiopia General Secretariat/Ethiopian Catholic
Secretariat (CBCE-GS/ECS)

Vacancy Date: 26th August 2025

Internal / External Vacancy Announcement

1. **Position:** - Administrative Assistant
2. **Overview:** -The Catholic Church has 13 Dioceses throughout Ethiopia, which are overseen by the Catholic Bishop's Conference of Ethiopia General Secretariat/Ethiopian Catholic Secretariat (CBCE-GS/ECS). The thirteen Dioceses are divided into four eparchies, eight apostolic vicariates, and one apostolic prefecture. The Catholic Bishops Conference of Ethiopia General Secretariat (CBCE-GS), the conference's executive arm, is looking to appoint an **Administrative Assistant**. This National Office is responsible for coordination, representation, facilitation, capacity building, monitoring, and evaluation of pastoral and basic social services, community development, humanitarian, and emergency actions. CBCE-GS/ECS is an equal opportunity employer.
3. **Job Summary:** - We are seeking a highly organized and detail-oriented Administrative Assistant to provide essential support to our Head of Administration. The ideal candidate will be responsible for managing office operations, coordinating schedules, handling communications, and ensuring efficient workflow. This role requires strong multitasking abilities, professionalism, and proficiency in office software.
4. **Specific Responsibilities:**
 - Ensures smooth office operations and supports team productivity.
 - Helps the administration handle diverse tasks in a fast-paced environment.
 - Maintains a positive and organized workplace.
 - Experience with email management, virtual meeting platforms (Zoom, Teams), and office equipment (printers, scanners).
 - Ability to prioritize tasks, meet deadlines, and handle multiple assignments efficiently.
 - Clear and concise in **verbal and written** correspondence (emails, phone calls, memos).
 - Friendly and professional demeanor when interacting with staff, clients, and guests.
 - Handling sensitive information with integrity.
 - Ability to troubleshoot minor issues (e.g., scheduling conflicts, office logistics).
 - Anticipating needs and taking initiative without constant supervision.
5. **Experience:** - Minimum of five years in organizational development, capacity building, knowledge management and experience in an administrative role or HR department is preferred.
6. **Salary and Benefits:** - As per the scale of the organization.



STRUCTURE AND FUNCTION: Full understanding of the functions and structures of the Catholic Church such as that of the General Secretariat and the status of the Diocesan offices is necessary.

SAFEGUARDING PROTOCOL: The responsibility of understanding and awareness of safeguarding and child protection and applicants will be subject to specific checks related to children, young people, and vulnerable adults in relation to safeguarding issues. The candidate must not have any safeguarding issue in her/his past careers.

DUTY STATION: - Addis Ababa

DURATION OF EMPLOYMENT: Unlimited /Based of performance

REQUIRED No.: - 1 (one)

APPLICATION: Applicant should submit non-returnable CV & copies of relevant documents along with complete application form to:
Ethiopian Catholic Secretariat, through email address:- CBCEHRM@eccsdco.org

N.B. ▶ Application FORM is available at ECS WEB SITE, "<https://cbce-gs.org/documents/>"
▶ Only short-listed applicants will be contacted

APPLICATION CLOSING: 3rd of September 2025

