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በማህበራዊና ልማት ኮሚሽን  
አዲስ አበባ - ኢትዮጵያ

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

Vacancy Date: August 26<sup>th</sup>, 2025

**Internal / External Vacancy Announcement**

1. **Position:** - Project Officer
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/ECC-SDCO). The thirteen Dioceses are divided into four epararchies, 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 a **Project Officer**. 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/ECC-SDCO is an equal opportunity employer.
3. **Job Summary:** - We are seeking a highly organized and detail-oriented Project Officer for European Reintegration Project he/she will be responsible for coordinating, implementing, and monitoring activities that support the sustainable return, reintegration, and social inclusion of returnees.
4. **Specific Responsibilities:**
  - Returnee case handling,
  - This role involves providing technical and operational support in program planning, beneficiary identification, service delivery, and stakeholder engagement.
  - liaise with government institutions, civil society organizations, community structures, and international partners to ensure effective reintegration support, including livelihood opportunities, psychosocial assistance, skills development, and access to social services.
  - preparing regular progress reports, maintaining accurate data and documentation, and contributing to the overall effectiveness of the returnee and reintegration program.
5. **Qualification & Experience:** - MA/MSc/BA/BSc Degree in Sociology/Social Work, Economics, Agricultural Economics, or any other related field with Minimum of five years in organizational development, capacity building, knowledge management and experience in an administrative role or HR department is preferred.

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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 Social teachings and 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, have with field work

**DURATION OF EMPLOYMENT:** -base on project period

**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](mailto: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:** September 3<sup>rd</sup>, 2025

