



Internal Vacancy Announcement

Introduction

The Ethiopian Catholic Church Social and Development Commission (ECC-SDCO) is committed to addressing the diverse needs of the Ethiopian people through a range of social and development initiatives. Our mission centers on promoting integral human development across multiple sectors, ensuring that our efforts reach those who need it most.

With a robust network comprising 13 branch offices and 72 sub-branch offices spread across every region and major city in Ethiopia, ECC-SDCO implements comprehensive programs targeting key areas such as: Health, Education, Job Creation, Humanitarian Assistance, Resilience Building, Women's Empowerment, Migration and Internally Displaced Persons (IDP) and Community Development.

Guided by principles of local collaboration and international cooperation, ECC-SDCO forms strategic partnerships with various NGOs and Civil Society Organizations. Together, we work towards achieving our shared goals, ensuring that our interventions are effective, inclusive, and responsive to the evolving challenges faced by vulnerable groups throughout Ethiopia.

This post is for Hawassa Branch office. ECC-SDCO Hawassa Catholic Secretariat Branch Office is seeking qualified applicants for Emergency and Food Security Manager.

Interested and qualified applicants who meet the criteria for the positions and adhere to the code of conduct of the Catholic Church are invited to submit their non-returnable applications along with a CV via email to [CBCEHRM@eccsdco.org] from 1st of August, 2025 to 8th of August 2025. Please ensure that your application letter clearly indicates the **vacancy position title**, and **duty station**. The organization's application form can be downloaded from our website at <https://cbce-gs.org>.

Applicants should effectively engage with and understand the Ethiopian Catholic Church Social and Development Commission (ECC-SDCO), as well as its partners operational frameworks, compliance requirements, Ethical Standards and shared values.

SAFEGUARDING PROTOCOL: the responsibility of understanding and awareness of safeguarding and child protection and applicants will be subject to specific checks related children, young people and vulnerable adults in relation to safeguarding issues.

ECC-SDCO strongly encourages female applicants to apply.

Important Notes

- Only shortlisted applicants will be contacted for interviews and assessments.
- Shortlisted applicants may be required to submit additional supporting documents at a later stage.
- ECC-SDCO will not cover or reimburse any costs incurred by candidates during the recruitment process.



Job Title: Food Security and Emergency Program Manager

Location: ECC-SDCO Hawassa Branch Office

Report to: Branch Program Coordinator

Salary: As per the scale of the organization

Duration: A one year contract with the possibility of Extending for more years based on the available funds.

Number of Posts: 01 (one)

Closing date: 8th August 2025

Position Summary:

The Ethiopian Catholic Church Social and Development Commission are seeking a dedicated Food Security and Emergency Program Manager. The successful candidate will be responsible for to lead the design program planning & implementation, needs assessment & monitoring, coordination & partnership, logistics & supply chain management, managing budgets, ensuring compliance with donor requirements and leading field teams to deliver timely and effective interventions in crisis-affected communities, capacity building & resilience, advocacy & reporting for the project.

Key Responsibilities:

1. Program Management

- Oversee food security, nutrition, and emergency response programs, ensuring alignment with organizational and donor objectives.
- Develop project proposals, work plans, budgets, and monitoring frameworks.
- Ensure timely reporting and compliance with donor regulations

2. Coordination & Representation

- Liaise with government agencies, UN bodies, NGOs, and local partners to ensure program synergy.
- Represent the organization in cluster meetings

3. Team Leadership

- Supervise and mentor field staff, ensuring capacity building and adherence to humanitarian principles.
- Foster collaboration across sectors (WASH, Health, Protection) for integrated responses.

4. Monitoring & Evaluation

- Conduct field visits to assess program impact and adjust strategies as needed.
- Ensure accountability mechanisms are in place for beneficiary feedback.

5. Emergency Preparedness & Response

- Lead rapid needs assessments during crises (e.g., droughts, conflicts, displacement).
- Design and implement cash-based interventions, in-kind distributions, or resilience-building activities.

6. Advocacy & Reporting

- Document best practices and challenges for internal/external reports.
- Advocate for policies supporting food security in social protection, disaster risk reduction.
- Ensure accountability to affected populations with feedback mechanisms.

Qualifications:

- Education: Master's degree in Nutrition, International Development, Humanitarian Affairs, Agricultural, Agri-Business or a related field.
- Experience: Minimum of 10 years of experience in Food Security/livelihoods programming or development projects, with a strong understanding of M&E frameworks and methodologies.

Technical Skills:

- Proficiency in data collection and analysis tools (e.g., SPSS, Excel, or similar software).
- Familiarity with qualitative and quantitative research methods and participatory approaches.

Interpersonal Skills:

- Strong communication and interpersonal skills to effectively engage with diverse stakeholders, including community members and project staff.
- Ability to work collaboratively within a team and foster a culture of learning and improvement.

Language: Proficiency in English and Amharic is essential.

Compliance and Reporting: Ensure compliance with donor regulations and organizational policies

