

## **Assistant Program Development Officer**

JaRco Consulting is an African development consulting firm that specializes in the monitoring, evaluation and data collection of development programming and interventions at the regional, national, and local levels. We are dedicated to improving evidence-based interventions and programs for the well being of individuals and communities throughout Sub-Saharan Africa. JaRco's clients include UNICEF, WFP, the World Bank Group, IFPRI, London School of Hygiene and Tropical Medicine to name a few. For more information, please also visit [www.jarrco.info](http://www.jarrco.info).

JaRco has a young and dynamic international and local team. We are always looking for energetic independent thinkers to add to our institution. JaRco is one of the few consultancy companies in Ethiopia which has expanded our portfolio internationally. This is due to the value we hold for the ideas and innovations our team brings. We are currently inviting applicants for a strategic position as the Assistant Program Development Officer.

## **Assistant Program Development Officer Position**

JaRco's Program Development department is seeking an assistant to provide support to the Program Development team and Officer in the design of new projects and in expanding the company's portfolio. This is a unique opportunity for the right person to gain practical experience in international development activities, including the design and implementation of large-scale research projects. The successful candidate will gain a rich contextual understanding of development work in Ethiopia and exposure to the major development initiatives of the large agencies and donors.

The duties of the Assistant Program Development Officer are:

### *New Program Development:*

- Assisting in the development of technical and financial proposals;
- Identification of new business opportunities;
- Collaborating with partners in project design;
- Preparing and revising project budgets;
- Strengthening and maintain networks and databases of potential partners and clients (e.g research institutes and firms, NGOs, donors, government agencies) and consultants;
- Supporting the Program Development Team in other activities as needed

### *Marketing and Promotion*

- Updating the content of JaRco's website;
- Developing content for marketing materials;
- Attending events to promote JaRco's activities; and
- Organizing events

### *Essential requirement:*

- An MA in development/humanitarian studies, international development marketing, business studies or a related field;
- Exceptional verbal and written communication skills in English;
- Experience in the development of technical and financial proposals;
- Knowledge of M&E frameworks, impact evaluations, and quantitative and qualitative research methods;
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook, etc)

*Desirable Requirements:*

- Experience in project planning and implementation;
- Experience in competitive proposal and/or grant writing and coordination
- Ethiopian language(s) ability and/or experience in East Africa
- Development/humanitarian-related work experience in NGOs, INGOs, research institutes, donor agencies and/or consulting firms;

*Remuneration:*

A competitive salary will be negotiated with the successful candidate based on their experience and qualifications.

*How to apply:*

If you are interested and fulfill the requirements, please apply by sending the below information to [hre@jarrco.info](mailto:hre@jarrco.info) and [abrehet@jarrco.info](mailto:abrehet@jarrco.info), stating 'Program Development Assistant' in the email subject line:

- CV (max 2 pages)
- Cover Letter (max. 1 page)
- 500 word response to the question: What are the risks and rewards of a localization of development initiatives?

Please include your full name in all email attachments and send all required information by the deadline stated on the advertisement. Only shortlisted candidates will be contacted.