VACANCY ANNOUNCEMENT

The Association of Ethiopian Architects was formed on 1991 to promote and advance the profession of architecture in Ethiopia. The mission of the Association is to develop, promote and sustain the practice and practitioners of architecture. Our vision is to enhance the built environments in all parts of the country through design excellence to protect the health, safety and welfare of society.

To cope with the increasing members and expectation of delivery, the Association is seeking to hire a highly competitive professional on a Managerial position.

POSITION: Manager of the Association of Ethiopian Architects

TERM OF EMPLOYMENT: 3 days per week stationed in Addis Abeba, Ethiopia

SALARY: ETB 10,000 net

APPLICATION DEADLINE: January 20, 2018

Job Requirement:

- Bachelor's degree in Architecture is a must and MSc/MA in Economics, Management, Marketing and related files is highly advantageous with minimum GPA of 3.0 and above;
- Architecture and managerial work experience of more than five-years;
- Fluency in Amharic and English required with excellent oral and written communication skills;
- Demonstrated analytical, problem-solving, data gathering and communication skills;
- Ability to thrive in a fast-moving, entrepreneurial environment, with an emphasis on high-performance, results and accountability,
- In addition, we place high value on relevant personal qualities such as resourcefulness; tenacity; independence; self-confident; and integrity.

APPLICATION GUIDE LINE:

1. **Required Documents:**
   - Letter of interest/ cover letter: a maximum of one page
   - Curriculum Vitae: a maximum of two pages
2. **Application address:**
   - Please send an email to 'ethiopianarchitectsassociation@gmail.com' with a subject <<*insert full name*_Vacancy Application>>
3. **Notice:**
   - To be considered for screening, please do not attaché any other documents than required and size of documents should not exceed the specified page.
   - For further understanding of the role please see next page.

Good Luck!

MAIN RESPONSIBILITIES:

1. **Represent the Association on various events and provide periodic update to the Executive Committee:**
   - Represent the Association on various meetings, workshops, researches, stakeholders consultation and related events;
   - Conduct due-diligence on the Architecture practice and acquire real-time understanding of the sector to adequately represent the Association on various stages;
   - Identify key events taking place (both local and international), strategies on potential participation, and share it with the Executive Committee in-time;
   - Design events tracking tool to be shared with the Executive Committee and identified key members and coordinate participation based on relevance;
   - Provide updates on events participated and key next steps which should be taken by the Association.

2. **Gather and consolidate intelligence on institutional funding opportunities and support the Association Executive Committee strategy, planning and external relations activities:**
   - Work with Fundraising Committee of the Association to ensure effectiveness of their scoping work on potential sponsors/donors currently likely to fund the Association;
   - Secure and build relationships with relevant institutional sponsors/donors with local presence;
   - Develop targeted communications (e.g. letters, briefs, presentations) to send directly to sponsors/donors and prepare Association Executive Committee attending the meetings;
   - Research new funding opportunities and sponsor/donor priorities, consolidate information on and advise on new funding opportunities;
   - Based on Intelligence collected, build and maintain a funding information system and resources (e.g. knowledge sites, clear pipeline of approaches, contracts etc.)**;**
   - Lead development of proposals, coordinating the internal review process, incorporating inputs and finalization and submission to potential sponsors/donors;
   - Ensure clear handover of awards/grants for funding to Executive Committee, with a clear direction on requirements and expectations from the Association;
   - Provide support and advice to relevant teams managing sponsored/funded contracts, as appropriate, with a focus on donor reporting;
   - Ensure sponsor/funding compliance with various Ethiopian laws (e.g., Tax, Charity etc.);
   - Coordinate any PR event regarding funding.

3. **Cross-cutting duties:**
   - Provide support on activities executed by the Executive Committee;
   - Plan, prioritize and manage work streams from start to finish, including timelines, content, and deliverables;
   - Proactively identify risks and issues affecting task or work stream delivery, and promptly communicate upward with solution options;
   - Present ideas and respond to queries clearly and concisely in internal team meetings and with external stakeholders;
   - Support completion of high-quality written documents and/or presentations;
   - Articulate findings and presentations using various presentation tools, i.e., power point, excel etc