

International Agricultural NGO seeking Country Coordinator - Ethiopia

CultivAid is seeking to hire a dedicated and committed country coordinator who is interested in a long term position and growing with the organization.

Job Description

CultivAid is an Israeli not-for-profit organization operating in East Africa. CultivAid specializes in capacity building as well as knowledge and technology transfer initiatives with a focus on agriculture, water, and nutrition.

The Country Coordinator will be involve management, Human Resources, Administration, and Logistics and project development. A suitable candidate requires a high level of English and good interpersonal skills, managerial skills, and be able to acclimate to different societies and cultures. The Country Coordinator will be responsible for ensuring proper management of the organization in Ethiopia with a high level of self-reliance in dynamic situations.

The main tasks will be as follows:

1. Manage the administrative activities of the organization
2. Host staff members, partners, donors from abroad, etc.
3. Manage the logistical activity
4. Manage financial activities
5. Oversee and manage personnel in country

Location: Addis Ababa, Ethiopia

Position: 100%

Job Requirements

1. Academic degree in business management or related field
2. Amharic – Mother tongue
3. English – Fluent
4. Experience working in office Software – a must
5. Experience working with international companies – advantage
6. Experience with international shipping - advantage
7. Agricultural experience – Advantage
8. Academic degree in agriculture or water management – advantage
9. Identifies with the aims of the organization

Job Description

1. Full time position
2. The tentative division of time is as follows:
 - 40% Finances
 - 15% Inventory and logistics
 - 20% Project management
 - 25% Human Resources

**Interested candidates may
submit by clicking here and
filling out the required
information**

For additional information and questions

HR@cultivaid.org

Visit us at:

<https://www.facebook.com/cultivaid>

www.CultivAid.org