



Embassy of Sweden
Addis Abeba

Vacancy at the Embassy of Sweden in Addis Ababa

National Program Officer for Regional Development **Cooperation in the fields of Gender Equality with a special focus** **on Human Security, and Democracy and Human Rights**

The Swedish Embassy in Addis Ababa is responsible for Sweden's relations with Ethiopia, Djibouti, IGAD and the African Union (AU). Moreover, the Embassy manages both the Swedish bilateral development cooperation program with Ethiopia and the regional (or Pan-African) development cooperation program. The latter includes among other partners, the African Union, the UN Economic Commission for Africa, the African Development Bank, sub-regional organizations such as EAC, SADC, IGAD and ECOWAS, and NGOs and think tanks. The four thematic areas covered are Human Security; Environment & Climate Change; Economic Integration & Inclusive Growth, and Democracy, Gender Equality and Human Rights.

The Regional Section within the Swedish Embassy in Addis Ababa is now looking for a well-qualified **National Program Officer (NPO) in the fields of Gender Equality with a special focus on Human Security, and Democracy and Human Rights**

RESPONSIBILITIES/JOB DESCRIPTION

The Officer responsibilities would include, but not be limited to, the following:

- Identify, assess and manage contributions in the above-mentioned field in accordance with procedures provided by the Swedish International Development Cooperation Agency (Sida);
- Support gender mainstreaming in the entire contribution portfolio and proper application of Sida's standards on gender equality;
- Engage in policy dialogue with the cooperation partners on gender equality;
- Participate in consultations and coordination with donor groups for the advancement of gender equality;
- Serve as a focal point for Gender Equality in the Regional Strategy and coordinate the Embassy and Strategy-related follow-up and reporting regarding gender equality;
- Participate in all regular activities of the regional section and the Embassy, including planning, monitoring and reporting, as well as other issues when required;
- Work closely with Sida's gender team at regional and global level and contribute to dissemination of knowledge and information on gender equality priorities;

- Organize capacity strengthening initiatives for program staff on gender mainstreaming.

The tasks to be undertaken require a certain amount of travel, mainly within Africa, as well as coordination with colleagues at Sida Headquarters in Stockholm and at other Swedish Embassies in Africa.

QUALIFICATIONS AND WORK EXPERIENCES

Required qualifications:

- Documented academic degree, minimum at Master's level, with direct relevance for the thematic areas covered;
- Fluency in English (both oral and written);
- Extensive experience of working with computer programs, applications and systems.

Required work experience:

- At least 5 years documented experience of work related to Gender Equality, Human Security, Democracy and Human Rights preferably in a regional context; and
- At least 5 years documented experience of managing donor-funded programs and projects in a development cooperation context.

Additional qualifications considered as merits are:

- Proven capacity to work independently, take leadership of processes, manage programs and budgets, create relevant professional networks and to conduct dialogue and negotiations with partners and colleagues;
- Being a team-player, both internally and externally, with good communication skills;
- A results-oriented approach to work as well as practical experience from Results Based Management (RBM);
- Solid experience from the field of gender equality, both targeted programs and mainstreaming, in Africa, including a good understanding of regional policy and legal frameworks;
- Experience from institutional capacity building programs and/or regional integration & cooperation programs in other thematic areas;
- Experience of work with or within multilateral institutions or regional economic communities such as the UN system, AU, AfDB, EAC, COMESA, ECOWAS, SADC, IGAD;
- Experience in risk assessment and anti-corruption;
- Good command of French (both oral and written);
- Swedish language skills.

For more information on Swedish regional development cooperation, please see <https://www.swedenabroad.se/en/embassies/ethiopia-addis-abeba/about-us/regional-development-cooperation> or www.sida.se or www.government.se/country-and-regional-strategies/2016/07/strategy-for-swedens-regional-development-cooperation-in-sub-saharan-africa-2016-2021.

Ethiopian citizens, and citizens of other countries resident in Ethiopia and entitled to work in Ethiopia, are eligible to apply. Quote from the Embassy Code of Conduct: *“We work to ensure that neither direct nor indirect discrimination might take place in the line of duty, on grounds of gender, age, ethnic origin, religion or other beliefs, sexual orientation, position, disability or illness.”*

TERMS AND CONDITIONS

The vacancy is a local position, full-time, starting with a probation period of six months with the possibility of permanent employment. An individual salary system is applied. Embassy of Sweden is an equal opportunities employer.

Starting date: 11 January 2020

APPLICATION

Applicants should submit the following documents, preferably by e-mail, to the Embassy of Sweden in Addis Ababa:

- A brief but comprehensive CV, including details of relevant education and work experience;
- A one-page letter of application in English, setting out why you consider yourself a good candidate for this particular post;
- Names, telephone numbers and addresses of two reference persons who are willing to provide a reference on your character and work capacity;
- Clear contact phone numbers and addresses in Ethiopia where the Embassy can rapidly make contact with you.

Send a CV together with a cover letter in English, in which you briefly describe your interest for the vacant position and how you meet the requirements, to:

ambassaden.addis.abeba.recruitment@gov.se. As the subject of the message, please indicate reference no and your name: ‘Your Name’ - UM2020/38860/ADDI.

Please note that applications will not be returned, and only short-listed applicants will be contacted. To be considered, your application should be submitted by Friday, 20 November 2020 and fulfil the abovementioned requirements. The embassy only receives electronic applications.

Questions may be received by Ms Helena Badagard and Mr Ulf Ekdahl at the Embassy’s Regional Section, by e-mail (helena.badagard@gov.se, ulf.ekdahl@gov.se) or telephone: 011-518 00 00 (switchboard).

The Embassy will contact the selected candidates for interview the last week of November and first week of December 2020.

For information about the Embassy, please visit our website

www.swedenabroad.se