

Job advertisement

Job Title: Project Manager

Position Type: Full-Time

Supervisor: Chief Executive Officer (CEO)

Posting Location: Addis Ababa, Ethiopia

Term of Employment: 6 months with possible extension with the availability of funding

Background

EMIRTA is a research, training, and development institute (www.emirta.org) established with the mission of providing high-quality, evidence-based, demand-driven, and value-focused development solutions for a holistic human development around the world.

The firm is founded on the principles of trust, honesty, fraternity, partnership, customer satisfaction, and value for money. With a diverse mix of top-notch, committed, and pragmatic leaders in health, Information technology, economic and social development, EMIRTA aspires to ensure a prosperous, human-centered, and inclusive future in the world, particularly in Africa.

We confer state-of-the-art training, research, project management, and development consultancy services across many areas of development. The unique power of our business model is rooted in our ability to combine context and indigenous knowledge with the best available evidence from contemporary science and technology to provide the best customer experience.

Role Purpose

EMIRTA is looking for a seasoned project manager to coordinate and lead EMIRTA's current and future research, training and social development projects. The senior project manager is expected to plan, execute, monitor and evaluate EMIRTA's research, training and development projects. S/he is expected to produce and execute high quality research and training proposals and lead the execution of EMIRTA's development projects under the leadership of EMIRTA Chief executive Officer. The project manager is expected to work in close collaboration with Directors of each department.

The project manager is expected to promote EMIRTA and its projects through available media platforms, identify funding opportunities, coordinate training activities, forge partnerships, ensure adherence to project agreements, regularly update EMIRTA's websites and social media platforms communicate and provide feedback to EMIRTA's partners and engage in the institute's income generating activities.

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Responsibilities

- Support the achievement of EMIRTA's strategic goals and objectives by working closely with the CEO
- Lead the planning, execution, monitoring and evaluation of EMIRTA's research, training and development projects
- In collaboration with department leads, identify funding opportunities, develop proposals (research or project) and ensure the timely submission of proposals
- Plan and promote short-term trainings provided by EMIRTA, register trainees, organize venues and training materials, and support the conduct of quality trainings
- Regularly update EMIRTA's website and social media platform
- Coordinate social development activities
- Forge partnerships and collaborations with partners, donors, universities and the private sector at national and international levels
- Oversee EMIRTA's day to day office activities
- Liaise with private, government and non-governmental partners organizations on matters related to the achievement of
- Identify, document and share project stories and increase the visibility of EMIRTA

Qualification

- At least a Master's degree in project management, economics, management, statistics, public health or related fields.
- Minimum of two years' experience in in any area involving proposal writing, training and/or social development fields
- Excellent communication and social skills (high English language proficiency in verbal and written is highly desired)
- Ability to work with minimum supervision and guidance
- Ability to use technology and social media platforms
- Well organized and oriented to details
- Ability to bring professionals with diverse skillsets
- Leadership and coordination skills

NB: Competent female candidates are highly encouraged to apply

Application procedures

The closing date for the application is **December 30, 2022 (Tahsas 21, 2014E.C)**. Qualified candidates should submit their application to info@emirta.org or emirta_research@emirta.org.

