

Date: 07 Jul 2023 G.C

## ***Vacancies***

**Adama Science & Technology University (ASTU)**, in reply to the call for proposal announced by *Cities Alliance* on *Resilient Systems of Secondary Cities and Migration Dynamics*, initiated a project and secured grant. The main objective of the project is to enhance integration of domestic migrants, Internally Displaced Persons (IDPs), returnee migrants and vulnerable host community members into a growing secondary cities urban socio -economy through establishing migrant resource centre, promoting entrepreneurship and stimulating inclusive city development. To realize the objective, the university established a project office and this office would like to hire and deploy two personnel on ***contract basis*** for project lifetime (**until 31 March 2026**) for Migrant resource center to be established in Adama city.

**Jobs overview:** The Migrant Resource Centre could serve as a “one-stop shop” for information and services for domestic migrants, returnee migrants, IDPs, and vulnerable hos community members. The project office is looking for a competent migrant resource center **coordinator** and an **expert** who work on registering, counseling, providing employment related and other services, training, promoting inclusion of domestic migrants, returnee migrants, IDPs, and vulnerable host community members in urban socio-economy and other operational duties.

**Job position 1:** Migrant Resource Center (MRC) *Coordinator*

**Required Number:** 1(One)

**Place of Work:** Adama City

**Accountability:** The coordinator is accountable to the Project office at ASTU

### **Duties & Responsibilities**

A comprehensive overview of the duties and responsibilities associated with this role are:

- Ensure timely, efficient and effective implementation of MRC activities and adjust the work plan when and where necessary to ensure that the outcomes and outputs are aligned with overall project objectives;

- Identify potential stakeholders and convince them to be pro migrants, returnee migrants , IDPs and vulnerable host community members;
- Work on connecting rural-urban migrants, returnee migrants, IDPs and vulnerable host community members job seekers with employers as a priority;
- Engage in development of leaflet and information materials for beneficiaries in various languages; identify potential information to be included in information materials (including printed and video materials) and, design and develop IEC material to share information with MRC visitors;
- Manage, train and mentor the MRC team to ensure effective, efficient and timely implementation of the MRC activities;
- Manage, plan and coordinate the work of other staff of the MRCs ;
- Managing day-to-day operationalization of the MRC to ensure effective information and service delivery to potential beneficiaries;
- Provide guidance and counseling services to a variety of clients who visit and attend the MRC, including initiating and following up on referrals, and linking them with service providers;
- Draft strategies and activities of the MRC and monitor progresses and provide feedbacks to the project implementation team;
- Serve as focal point and liaison for all communication and correspondence concerning the MRC;
- Running the filing system that tracks the movements of clients who have accessed MRC services and protects copies of documents;
- Entering data for each client on a regular basis, using the completed client roster (or similar);
- Efficiently documenting relevant information such as maintaining all forms of reporting and data collection using appropriate data collection methods, including client roster (or similar tools);
- Draft documents, meetings agendas/ minutes and work plans ;
- Timely preparation and submission of weekly, quarterly and annual progress reports on agreed formats;
- Perform other duties, as required

**Key Results:**

- Effectively set-up and operationalized Migrant Resource Centre in Adama
- Develop a results-based implementation work plan for the activities pertaining to the establishment and operationalization of MRC.
- Effective delivery of MRC outputs in a timely and qualitative manner
- Development of key messages, visibility and outreach materials
- Submit MRC achievements assessed and lessons learned in the course of the operation.

**Job specifications**

**Qualification:** BA/BSc degree from recognized universities in Sociology, Social work, Economics, Geography, Statistics, Development Studies, Psychology and other related disciplines

**Work Experience:** A minimum of 4 years relevant experience; NGO experience is an advantageous

**Personal Skills:**

- Strong planning, organizational and problem-solving skills with the ability to work independently and excellent team work spirit;
- Clear and sound understanding of migration issues and an attitude of openness and commitment to human rights and gender equality principles;
- Integrity, strong work ethics, and ability to consistently meet deadlines under pressure;
- Strong interpersonal skills and commitment in implementing project objectives;
- Proficiency in computer application (Microsoft offices).

**Languages:**

- Excellent skills in speaking, reading and writing Amharic & Afan Oromo
- Good skills in speaking, reading and writing English
- Additional local language is advantageous
- **Salary:** Negotiable

**Job position 2: *Migrant resource center expert***

**Required number:-** 1(One)

**Place of work:-** Adama City

**Accountability:-** The expert is accountable to the Resource Center Coordinator.

**Duties & Responsibilities**

The candidate shall:

- Assist the coordinator in planning and coordinating pertinent activities of the MRC;
- Work on record and keep profile of rural–urban migrants, returnee migrants, IDPs& vulnerable host community members job seekers and others who visit the MRC;
- Work on connecting migrant job seekers with employers and other service providers;
- Promote and disseminate about the resource among stakeholders&beneficiaries;
- Provide vocational guidance and information to beneficiaries/ seekers as required;
- Help build positive relations within the coordinator, project team and other stakeholders;
- Keep updated records and create reports;

- Perform other relevant activities assigned to him/her by center coordinator.

**Job requirements:**

**Qualification:-** BA/BSc degree from recognized universities in Sociology, Social work, Economics, Geography, Statistics, Development Studies, Psychology and other related disciplines

**Experience:-** A minimum of 1 year experience; NGO experience is an advantageous

**Personal Skills:**

- Strong planning, organizational and problem-solving skills with the ability to work both independently and within a team;
- Clear and sound understanding of migration issues and an attitude of openness and commitment to human rights and gender equality principles;
- Integrity, strong work ethics, and ability to consistently meet deadlines under pressure;
- Strong interpersonal skills and commitment to implementing project objectives;
- Proficiency in computer application (Microsoft offices).

**Languages:**

- Excellent skills in speaking, reading and writing Amharic & Afan Oromo
- Good skills in speaking, reading and writing English
- Additional local language is advantageous

**Salary:** Negotiable

**How to apply:-** Interested applicants should submit their non-returnable application letter, along with CV and photocopies of relevant credentials in person to ASTU **Human Resource Management Directorate, New Admin Building, Office No. 501** in 10 working days since the date of announcement.

- NB. Female applicants are encouraged
- Shortlisted candidates will be contacted for interview.
- For any query call : +0221-10-00-13