

EKHC Development Commission Commissioner's Profile

1. Embraces the Mission, Vision and Core Values of EKHC

The candidate should embrace the Mission, Vision and Core values of EKHC. Equally, the candidate should also be well-versed with the objectives, goals and strategies of the EKHCDC program in Ethiopia in particular in relation to strengthening quality systems and services for needy members of the community and supporting models of inclusive sustainable economic growth development, both in rural and urban environments.

Job Purpose

The Development Commissioner oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading and controlling program activities of the EKHCDC.

2. Good understanding the Socio-political Context

- Proper understanding of the policies , directives and guidelines of the federal Charities and Societies Agency
- Proven understanding of the international development discourse and policy context – The MDGs, the SDGs, the GTP
- A changing NGO/institutional environments – EKHC regional dynamics, the NGO sector context, the donor environment, community /key societal issues
- Global environmental and economic challenges – population pressure, food insecurity, climate change;
- Awareness of regional/specific policies, cultural and social affairs

3. Qualifications

3.1. Educational background and experience

EKHC Commissioner is required to be a person who is educated and appropriately qualified in at least one of the Programme Pillars of the EKHCDC. These are:

- Public health , Water and Sanitation;

- **Integrated Urban and Rural development**
- **Education and Child Development**

A minimum of Master's Degree in one of the above areas or related fields of study (e.g., Public health, agricultural economics, Development Studies, etc.) with at least ten years of relevant work experience is mandatory.

3.2. Knowledge, Skills and Abilities

Knowledge of Program Management: Prior experience in leading grant-funded program with faith-based Organizations (FBO) is advantageous.

3.3. Proficiency in the use of computers

- **Word processing**
- **Spreadsheets**
- **Databases**
- **E-mail**
- **Internet**

4. Core competences and skills

4.1. Leadership and Team work (management skills)

- **Developing and communicating a clear vision; set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities.**
- **Lead, coach, develop, and retain high-performance senior management team; positively influence others to achieve results that are in the best interest of the organization.**
- **Preparing strategic annual and operations plans;**
- **Managing finance and budget information**
- **Directing budget and manpower plans;**
- **Developing, directing and mobilizing successful donor proposals;**

- **Ensure activities are implemented according to the guidelines, manuals and policies of the board;**
- **Excellent understanding of project cycle management;**
- **Excellent planning, priority setting and time management skills – strategic thinker;**
- **Excellent problem-solving abilities, conflict management, and finding innovative solutions to difficult, complex and unpredictable challenges.**
- **Leading change process – conducting rigorous program evaluation with active engagement of employees, community and stakeholders.**
- **Ability to give direction, build morale of the staff and inspire the team.**

4.2. Communication skills

- **Excellent communication and presentation skills - both written and oral form; Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.**
- **Good abilities to use different communication media effectively, including email, telephone, Skype and written correspondences;**
- **Fluency in the command of the English language - written and spoken.**
- **Excellent interpersonal and inter-cultural skills including the ability to negotiate, persuade, mediate constructively, manage conflict wisely, mobilize and develop positive relationships with stakeholders;**
- **Ability to communicate both vertically and horizontally in a fluid and transparent manner.**

4.3. Internal and External Stakeholder networking and management

- **Ability to create donor and stakeholder intelligence both at national, regional and international level.**
- **Actively engage EKHDCDC stakeholders –**

- Internally - board members, employees,
- Externally – Government, partner NGOs, donors, community members, etc.
- **Representation and public relations with wide range of stakeholders – creating institutional image (e.g., CSA, CCRDA, EFIDDA, CSO Networks, embassies, etc).**
- **Stakeholder mapping and conflict resolution: Anticipate, understand, and respond to the needs of internal and external partners and stakeholders to meet or exceed their expectations within the organizational parameters.**
- **Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.**
- **Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.**

4.4. Ethics and Ethical Values

- **Being exemplary in cultivating, respecting and applying ethical values.**
- **Treating people fairly and exhibiting responsible ethical behaviors towards subordinates to make them feel secure, protected, and confident in knowing that there is no room for injustice or discrimination.**

4.5. Political understanding/context understanding

- **The ability to understand the political environment of the organization.**
- **Managing the stakeholder expectations, networking and strategic thinking towards making the best decisions.**
- **Knowing the working dynamic of the organization to the success of the program.**

4.6. Financial Management

- **Sound understanding of financial management or knowledgeable about the financial management to control the budget.**
- **Ability to work with the Finance Department.**

4.7. Risk Management

- **Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interest of the organization.**
- **Ability to identify risks, measuring their potential for harm, and creating plans to deal with threats.**

- Ability to lead teams in a risk analysis exercise.
- Ability to mitigate risks at all levels.
- Ability to be versatile and flexibility within any situation of risk.

4.8. Knowledge Management

- Strong knowledge base and understanding of the organization and its business practices, and also must be familiar to the technologies used.
- Technically knowledgeable but also must have detailed cross-functional knowledge.
- Has to be farsighted to understand the future trends.
- Ability to interpret, implement, review, and document results.

4.9. Planning and organization skills

- Strategic visioning planning skills to align overall program goals and benefits with the long-term goals of the organization.
- Adept at planning, and organizing for results. Program scheduling and work breakdown structuring.

5. The Application Process

Candidates must submit the following documents no later than the advertised closing date:

- Completed application form.
- Curriculum Vitae.
- Original and copy of Certificate of academic qualifications.
- Personal statement including
 - testimony,
 - details of church ministry involvement and
 - Statement as to why they want the position of EKHC DC commissioner and why they think they would be suitable. This must be no longer than two-sides of A4 paper.
 - Details of three referees: one organization or institution, one personal and one from their church pastor

6. The Interview Process

- a) The interview will be conducted by the Search Committee
- b) The candidates must give a maximum 30 minute presentation to include an overview of EKH CDC, its place in relation to community development work in Ethiopia and their vision for further growth and development of EKH CDC.

7. The recommendation of a candidate for appointment

- a. The Chair of the Search Committee will present the recommendation of the candidate for appointment to the Board for approval.
 - i. The candidates should be presented in order of preference
 - ii. Presentation must include a summary of the relevant experience, strengths and weaknesses of the candidates and a justification as to the basis of the recommendation.

Closing Date: January 11, 2016

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