



28 March 2024

2nd Vacancy Announcement

Position:	Events and Logistics Officer
Professional Qualifications:	<ul style="list-style-type: none"> • Minimum of a BA degree in Business Management, Marketing and/or related fields from an accredited institution • Proficiency in written and spoken English • Computer skills – MS Office etc...
Personal Qualifications:	<ul style="list-style-type: none"> • Christian maturity • Personal initiative and a strong work ethic • Integrity, honesty, transparency, accountability • Willingness to serve others • Good interpersonal skills and teachable spirit • Attention to detail
Work Experience:	<ul style="list-style-type: none"> • At least 2 years of quality, relevant work experience preferably in facilitating events and logistics
Primary Tasks:	Be responsible for the procurement and delivery of the necessary goods and services, including clearing (transit) services for incoming/outgoing goods, for all EGST Departments and projects; ensures that the right items, with the right quantity and quality, at the right price, time and place are always acquired and delivered; be responsible for all logistics; for coordinating events and Cafeteria Services of EGST ; performs other related tasks as required.
Membership:	Applicants must be in good standing with their local church
Employment:	One year contract with the possibility of extension
Salary:	As per EGST Salary Scale
Place of Work:	Addis Ababa, <i>Sar Bet</i> area
Deadline:	12 April 2024 at 5:00 pm
Application Materials:	<ul style="list-style-type: none"> • Letter of Application • Curriculum Vitae • Credentials • Recommendation letter from the church where the applicant is a member
Application Process:	<ul style="list-style-type: none"> • Applicants may submit their application materials to the Administrative Office at EGST Building, First floor, Office Number 106 ; Tel. 0911697127. • Application materials will not be returned. • Only short-listed candidates will be invited for interview.