



28 March 2024

## 2<sup>nd</sup> Vacancy Announcement

<b>Position:</b>	<b>Planning and Fundraising Officer</b>
<b>Professional Qualifications:</b>	<ul style="list-style-type: none"> <li>• Master's Degree in relevant field of studies mainly in Statistics, Economics, Business Administration, Marketing, International Development and Relation and related fields</li> <li>• Proficiency in written and spoken English</li> <li>• Computer skills - MS Office etc...</li> <li>• Theological education is a plus</li> </ul>
<b>Personal Qualifications:</b>	<ul style="list-style-type: none"> <li>• Christian maturity</li> <li>• Personal initiative and a strong work ethic</li> <li>• Integrity, honesty, transparency, accountability</li> <li>• Willingness to serve others</li> <li>• Good interpersonal skills and teachable spirit</li> <li>• Attention to detail</li> </ul>
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>• At least 3years quality and relevant related work experience</li> </ul>
<b>Primary Tasks:</b>	As part of a team of EGST staff, the Planning and Fundraising Officer focuses on providing an efficient and effective Planning, Programming and Fundraising Management services, encouraging development and fundraising proposals, processing planning and pre-application enquiries, planning applications and requests, whilst acting within delegated responsibilities.
<b>Membership:</b>	Applicants must be in good standing with their local church
<b>Employment:</b>	Permanent with Probation period
<b>Salary:</b>	As per EGST Salary Scale
<b>Place of Work:</b>	Permanent based in Addis Ababa with travel to field
<b>Deadline:</b>	<b>12 April 2024 at 5:00 pm</b>
<b>Application Materials:</b>	<ul style="list-style-type: none"> <li>• Letter of Application</li> <li>• Curriculum Vitae</li> <li>• Credentials</li> <li>• Recommendation letter from the church where the applicant is a member</li> </ul>
<b>Application Process:</b>	<ul style="list-style-type: none"> <li>• Applicants may submit their application materials to the Administrative Office at EGST New Building, First floor, Office Number 106 ; Tel. 0911697127.</li> <li>• Application materials will not be returned.</li> <li>• Only short-listed candidates will be invited for interview.</li> </ul>