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UNIVERSAL COMMUNITY DEVELOPMENT ORGANIZATION (UCDO)

Job Vacancy Announcement

Date: 12/07/2026

Ref No.: UCDOV/5/26

Position: Project Officer (01)

Project: *Empowering Disadvantaged Youth through Climate-Smart Agribusiness Development for Sustainable Livelihoods in Tarmaber Woreda, Ethiopia*

Duty Station: Debrešina Town, Tarmaber Woreda, North Shewa Zone, Amhara Region, Ethiopia

Employment Type: Full-time, Contract

Contract Duration: 10 months

Required Number: One (1)

About the Project

The **Empowering Disadvantaged Youth through Climate-Smart Agribusiness Development for Sustainable Livelihoods Project** aims to improve sustainable employment and income opportunities for disadvantaged youth, particularly young women, in Tarmaber Woreda. The project will establish climate-smart agribusiness enterprises, strengthen entrepreneurship and employability skills, facilitate access to finance, and create sustainable market linkages for youth-led enterprises while promoting gender equality, disability inclusion, environmental sustainability, and safeguarding.

Purpose of the Position

The Project Officer will provide overall technical and operational leadership for the implementation of the project in Tarmaber Woreda. The successful candidate will coordinate project activities, supervise field implementation, build partnerships with government and community stakeholders, ensure quality delivery of project outputs, monitor progress, prepare technical reports, and ensure compliance with donor and UCDO policies and procedures.

Key Roles and Responsibilities

The Project Officer will:

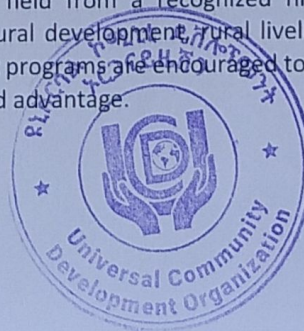
- Lead the overall planning, implementation, coordination, monitoring, and reporting of project activities.
- Coordinate community mobilization and beneficiary selection in collaboration with local government and community structures.
- Facilitate the establishment and strengthening of youth agribusiness enterprises and Youth Advisory Groups.
- Organize and supervise training on entrepreneurship, business development, financial literacy, life skills, and climate-smart agriculture.
- Coordinate provision of start-up support, mentorship, coaching, and market linkage services for youth enterprises.
- Build and maintain effective working relationships with Woreda Agriculture Office, Labor and Skills Office, Cooperative Promotion Office, Women, children, youth and Social Affairs Office, financial institutions, and other partners.
- Ensure proper integration of gender equality, disability inclusion, safeguarding, environmental protection, and accountability throughout project implementation.
- Prepare quality work plans, monthly, quarterly, and final technical reports.
- Monitor project performance against targets and maintain accurate project documentation.
- Supervise project field activities and provide technical guidance to project assistants and community facilitators where applicable.
- Document lessons learned, best practices, case stories, and project achievements.
- Perform any other duties assigned by the Executive Director.

Minimum Qualifications

Education

Applicants must possess a Bachelor's Degree in Agriculture, Rural Development, Agricultural Economics, Agribusiness, Community Development, Development Studies, Economics, Natural Resource Management, Cooperative Development, Social Sciences, or another closely related field from a recognized higher education institution. Candidates with academic backgrounds relevant to agricultural development, rural livelihoods, youth employment, enterprise development, and community-based development programs are encouraged to apply. A Master's Degree in any of the above or a related field will be considered an added advantage.

Experience





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Applicants should have:

- Minimum **4 years** of relevant professional experience for Bachelor's Degree holders.
- Demonstrated experience in implementing livelihood, youth employment, agriculture, economic empowerment, or rural development projects.
- Experience working with NGOs/CSOs or donor-funded projects is highly desirable.
- Experience in enterprise development, value chain development, youth empowerment, climate-smart agriculture, or market systems development will be an advantage.

Required Skills and Competencies

The ideal candidate should demonstrate:

- Strong project planning and coordination skills.
- Excellent facilitation, training, and community mobilization skills.
- Knowledge of climate-smart agriculture and livelihood programming.
- Experience working with government stakeholders and community institutions.
- Strong monitoring, evaluation, documentation, and reporting skills.
- Excellent communication and interpersonal skills.
- Ability to work independently with minimal supervision.
- Strong analytical and problem-solving abilities.
- Good organizational and time management skills.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Excellent written and spoken English and Amharic. Knowledge of local languages is an asset.
- Willingness to travel extensively within Tarmaber Woreda.

Required Personal Attributes

Applicants should demonstrate a high level of integrity, professionalism, accountability, and transparency in the execution of their duties. They should be committed to safeguarding and protection principles, uphold ethical standards, and show respect for diversity, inclusion, and cultural sensitivity. The successful candidate should possess strong teamwork and collaboration skills, be able to work effectively under pressure, manage multiple tasks, and consistently meet deadlines while maintaining high-quality performance.

How to Apply

Interested and qualified applicants are invited to submit an application letter, an updated Curriculum Vitae (CV), copies of their educational certificates and other relevant academic credentials, and copies of relevant work experience certificates. Applicants should ensure that all submitted documents are complete and clearly demonstrate their qualifications and suitability for the position.

Applications may be submitted:

By Email: universal.community.dev.org2025@gmail.com OR

In Person: Universal Community Development Organization (UCDO) Office Rada college 6th floor, Debre Berhan City, North Shewa Zone, Amhara Region, Ethiopia

Applicants should clearly indicate: **"Application for Project Officer – Tarmaber Livelihood Project"** in the email subject line or on the application envelope.

Application Period

Opening Date: 12 July 2026

Closing Date: 19 July 2026 (After seven Consecutive Days)

Only shortlisted candidates will be contacted for written examination and interview.

Female candidates are strongly encouraged to apply.

Universal Community Development Organization (UCDO) is an equal opportunity employer committed to safeguarding children, women, youth, and vulnerable groups. Successful applicants will be expected to comply with UCDO's Child Safeguarding Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Code of Conduct, and all organizational policies.

