NATIONAL PROJECT OFFICER - ETHIOPIA

Terms of Reference

LIMITE DE CANDIDATURE

09 Décembre 2025

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

NATIONAL PROJECT OFFICER - ETHIOPIA

CIVIPOL – Better Migration Management Phase IV

Activities in Ethiopia with Contribution to Regional Activities

(Consultancy)

POSITION

National Project Officer - Ethiopia for CIVIPOL's Activities in the Better Migration Management (BMM) Programme Phase 4 – Activities in Ethiopia with Contribution to Regional Activities

CONTRACT: Consultancy

JOB LOCATION: Ethiopia (Addis Ababa) with frequent travels to other locations in the country according to project needs and plans. Possible travels to Kenya and other countries relevant to the project.

DURATION: 28 months, from Mid-January 2026 to August 2028 (with possibility of extension or renewal in case of continuation of the Programme and mutually satisfactory work relationship), **for a total of 504 working days.**

THEME: *Criminal Justice System Cooperation to Counter Trafficking in Persons and Smuggling of Migrants*

PROJECT DESCRIPTION

The objective of the Better Migration Management (BMM) programme is to support Horn of Africa countries to promote the safe, orderly and regular migration through human-rights-based and gender-responsive, victim-centred approaches, and in particular to support national authorities in addressing the trafficking of human beings and the smuggling of migrants within and from the Horn of Africa.

CIVIPOL, as an implementing partner of the BMM Programme, works to pursue the first Output of the programme "**The capacities of law enforcement, judicial, border and immigration authorities regarding anti-trafficking/anti-smuggling in accordance with a human-rights and victim-based approach are strengthened"**.

For such Output, following Output Indicators (OI) have been set:

- **OI 1.1** – Number of personnel of law enforcement, judicial bodies, border, and immigration authorities that completed a training under BMM IV and confirm having applied their newly gained knowledge in their daily work.

- **OI 1.2** – Number of partnerships, policies, agreements, or measures/SOPs on anti-trafficking/anti-smuggling have been implemented.

- **OI 1.3** Number of THB/SoM-related trainings (courses, modules) that have been institutionalized with relevant state-owned training institutes.

CIVIPOL also works to pursue the second Output of the programme "**The access to institutionalised and gender-responsive protection services for victims of trafficking and vulnerable migrants in countries is improved following a regional whole-of-route-approach "**.

For such Output, following Output Indicators (OI) have been set:

- **OI 2.4** – Number of measures defined through inter-agency meetings with the involvement of CSOs to improve the referral mechanisms that have been implemented.
    - Trainings on the SOPs for investigating, prosecuting and adjudicating TiP and SoM cases

JOB DESCRIPTION

The National Project Officer Ethiopia, in collaboration with the colleague National Project Officer, under the guidance of the National Coordinator Ethiopia, will be in charge of all organisational, logistical and administrative tasks required for the implementation of the project activities in Ethiopia. This includes support for and in regional activities when required.

The National Project Officer Ethiopia will assist the National Coordinator for Ethiopia, and other members of the team, in the conduct of the project activities, communicating with the national partners when applicable.

The National Project Officer Ethiopia will also contribute to provide direct input in trainings, workshops and meetings. This includes intervening as trainer and expert among others, in the below activities:

- Working groups to support to the Multi-Agency Task Forces/Technical Working Groups for the implementation of the SOPs.

- National Workshops to support to the Multi-Agency Task Forces/Technical Working Groups for the implementation of the SOPs.

- Multi-Agency Simulations for Investigating and Prosecuting Trafficking in Persons and Smuggling of Migrants and in Identifying and Referring victims of TiP.

- Multi-agency trainings for PEACE model interviewing – victims, witnesses and suspects.

- National Multi-Agency Workshop for TRUST – Trafficking Response Upon Shared Trust: a Multi-Agency Victim-Centred initiative between law enforcement and service providers.

- Mainstreaming of the Curriculum for Investigating TiP and SoM and Training of Trainers

- Strengthening the operationalization of the "Federal MoU on supporting the participation of victims of human trafficking and abuse in migration in investigations and court proceedings" and its "Implementing Guidelines"

- Trainings on capacity building for Labour Inspectors to implement the Guidelines for Combating Labour Trafficking.

The National Project Officer Ethiopia, under guidance by the National Coordinator for Ethiopia and in liaison with the colleague Project Officer, will coordinate with the Implementation Project Manager, and with the Project Officer at the CIVIPOL BMM Regional Office for matters to be dealt with for ensuring financial and administrative accuracy of procedures and for delivering reports, data, and all relevant documents and information. This includes preparing monthly cash box reports (Caisse et Banque) to be sent to the regional office by the 2nd of the following month.

Main Responsibilities:

Under the direct supervision of the National Coordinator for Ethiopia, and the general supervision of the Regional Coordinator, in liaison with the colleague Project Office and with the Implementation Project Manager, and with the Project Officer (and when applicable with the Project Assistant) at the regional office based in Nairobi, Kenya, the Project Officer Ethiopia will:

- Provide the needed logistical and content-related support to ensure smooth implementation of all project activities in Ethiopia to be carried out by the National Coordinator Ethiopia, the other team members, the consultants and national and international experts, including in the interaction with Project Partners, institutional agencies and other stakeholders in Ethiopia; This includes:
  - Contacting relevant stakeholders to organize meetings, workshops, trainings and ensure constant interaction about activities implementation
  - Provide direct input in trainings, workshops and meetings. This includes intervening as trainer and expert
  - Organize meetings for the National Coordinator Ethiopia and other team members
  - When applicable, prepare minutes and reports of meetings, workshops and trainings
  - If needed proof-read and revise translations from English into Amharic and vice-versa
  - Ensuring the organisation of transportation for the team members as per needs
  - Operate bookings of premises for project activities
  - Support the work of the team of international and national experts and consultants also directly contributing to the elaboration of plans, work documents, agendas, meeting minutes, activity reports
  - Participate in the BMM Monthly Coordination Meetings (MCMs) when the National coordinator for Ethiopia is unavailable or anyway requests participation, and provide input and reports according to needs and requests
  - Provide input to the BMM Ethiopia updates and newsletter
- Provide the administrative support to ensure the implementation of the above-mentioned activities under the supervision of the National Coordinator Ethiopia, in coordination with the colleague Project Officer Ethiopia, the Implementation Project Manager, and in liaison with the Project Officer in charge of Finance/Admin in the regional office in Nairobi (and when applicable with the Project Assistant):
  - Manage the cash box
  - Assess the running costs and costs related to events
  - Prepare money transfer requests
  - Manage per diems and allowances for team members and participants in meetings, workshops and trainings
  - Identification of suitable and reliable suppliers and service providers
  - Collect quotations from service providers as per needs
  - Follow-up with service providers in order to collect supporting documents respecting CIVIPOL standards
  - Manage payments to service providers
  - Duly document all expenses incurred and record them using the system and tools provided by the project
  - Prepare monthly cash box reports (Caisse et Banque) to be sent to the regional office by the 2nd of the following month

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education level

- Bachelor’s degree in social science, migration studies or related discipline

Qualifications

- 1 to 3 years of relevant experience in anti-trafficking and in project support for logistics, organisation and administration

Personal qualities

- Good organizational skills and attention to detail.
- Excellent time management skills.
- Ability to work in a collaborative manner with team members and with multiple stakeholders at various levels from national to sub-national and community levels.
- Excellent communication and interpersonal skills, including cultural sensitivity.
- Demonstrated ability to work effectively in highly stressful situations.
- Proficiency in written and spoken English language.

