

Global Funding and Reporting Officer (GFRO) – JPO

Deadline:
29-04-2025

About DanChurchAid in Ethiopia

DanChurchAid (DCA) has supported food-insecure communities in Ethiopia since the mid-1970s. Legally registered in the country since 2004, DCA operates through a mix of self-implementation and partnerships with local organisations and INGOs. The Ethiopia Country Office, based in Addis Ababa, oversees four field offices across Amhara, Oromia, Gambella, and Afar.

Contact person:
Anne Hoff

Place of Work:
Addis Abeba

DCA Ethiopia focuses on:

1. Community Development, particularly Women and Youth Empowerment
2. Resilience Building and Livelihoods, with an emphasis on Climate Change Adaptation
3. Humanitarian Action and the Triple Nexus approach

With 75+ staff and an annual turnover of approximately USD 8 million, DCA is committed to saving lives, building resilient communities, and combating injustice and inequality.

About the Position

As Global Funding and Reporting Officer (GFRO), your primary role is to support the Country Office's fundraising efforts and ensure high-quality donor engagement. This includes proposal development, grants management, reporting, donor relations, and capacity building. The GFRO reports to Head of Business Development and Quality

This is a Junior Professional Officer (JPO) position. You must have no more than 4 years of relevant post-graduate work experience.

Key Responsibilities

Proposal Development:

Coordinate and prepare high-quality funding proposals with DCA staff, partners, and HQ, ensuring donor alignment.

Grants Management & Reporting:

Ensure timely, compliant donor reporting and support financial and programmatic oversight.

Donor Relations & Visibility:

Support engagement with donors and stakeholders; ensure projects meet visibility and communication requirements.

Funding Strategy:

Contribute to the design and execution of DCA Ethiopia's funding strategy in collaboration with HQ.

Collaboration:

Foster strong coordination between Ethiopia and HQ on all funding-related matters.

Capacity Building:

Enhance staff and partner skills in fundraising and reporting through training and support.

Required Qualifications and Experience:

- Degree in International Development, Social Sciences, or a related field.
- Up to 4 years of relevant post-graduate experience, ideally with an international NGO.
- Proven experience in proposal development and strong English writing skills.
- Knowledge of major donor requirements (e.g. EU, ECHO, Danida, UN).
- Experience in grant management and donor compliance.
- Strong interpersonal and intercultural communication skills.
- Well-organised, self-driven, and detail-oriented.
- Familiarity with DCA's thematic areas is an asset.

What We Offer

- A 24-month JPO contract under DCA's international terms and conditions (extension dependent on performance and funding).
- Location; Addis Abeba, Ethiopia
- Support for visa, work permit, and residency processes and prerequisite.
- Salary and benefits based on either international or national terms, depending on the selected candidate's status.
- A meaningful role in an organisation committed to impactful, sustainable change.

How to Apply

To apply, click the Apply button below.

Please submit a CV and cover letter via the online application portal.

Applications will be reviewed on a rolling basis, and DCA reserves the right to fill the position before

deadline; 29 April 2025.

Interview date: 13 May 2025 on teams.

Start date: asap

For additional information contact: Anne Hoff, Country Director – annh@dca.dk

Website: www.danchurchaid.org

Equal Opportunity and Compliance

DCA is an equal opportunity employer. We encourage applicants from all backgrounds and are committed to a diverse workforce. All staff are required to adhere to DCA's policies on Prevention of Sexual Exploitation, Abuse and Harassment, and Child Safeguarding. All candidates must pass an anti-terror screening before employment.