

JOB PROFILE

How to Apply for this Job



Tom Price/Tearfund



Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Cash and Voucher Assistance(CVA) Officer
Group	IG
Team	ECA-Ethiopia
Location	Harar, East Hararghe Zone, Oromia Region, Ethiopia
Responsible to	Senior Projects Coordinator

Part 1 – Job description

1. Main purpose of the job

The Cash and Voucher Assistance (CVA) Officer is responsible for supporting the overall day-to-day implementation of cash activities in the field; this includes but is not limited to identifying target communities, verification assessment, conducting market assessment, identifying feasible cash programming strategy (Cash vs Voucher Assistance), establishing relationships with local food item supplier, ensure the delivery of materials/inputs, ensure accurate distribution and documentation of cash/items, overseeing conduct registration of complaints, conducting post distribution monitoring and reporting to Tearfund and donor.

2. Position in organisation

Grade: 5

Reports to; Senior Projects Coordinator

Works closely with project team and Tearfund technical team

3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Scope of job

- The post holder will be directly responsible and accountable for implementing the Cash and Voucher Assistance (CVA) activities of the Ethiopia Drought Joint Response project (EDJR) in East Hararghe Zone Midega Tola district.

6. Duties & Key Responsibilities

- Define and implement the strategy and implementation modalities of the project's cash assistance activities,
- Support the development of a detailed implementation plan for the proposed e-voucher system; accordingly, plan activities, milestones and targets, in collaboration with the technology service provider, financial service provider and other stakeholders.
- Conduct CVA activities at field level including cash feasibility and market assessments and monitoring, targeting, beneficiary selection, registration, and validation process (including support verification with FSP) and reconciliation.
- Assist Tearfund Ethiopia's finance manager in the selection of the Financial Service Provider (FSP) for the transfer of money to the beneficiaries and supervise the services provided;
- Organise/participate on job training on how the e-voucher system works, how to handle data, and accurately use the e-devices(e-voucher reader, smartphone with application, and e-voucher) including the handover process with the vendors.
- Ensure training/orientation is provided to a vendor on the e-voucher system (how it works, synchronisation, handling including safekeeping of e-devices).
- Ensure appropriate Cash Transfer Program(CTP) messages are transferred to clients, local government partners, vendors, non-clients and other key actors.
- Ensure the proper monitoring of the indicators of the cash assistance-related results.
- Regularly participate in Zonal/regional Cash Working Group meetings and other sectoral coordination fora.
- In collaboration with the MEAL officer, lead and supervise the Post Distribution Monitoring and analyse its results;
- Carry out additional duties within his/her level of skills and experience ordered by his/her manager.

Part 2 – Person specification

Job title: Cash and Voucher Assistance (CVA) Officer

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Minimum BSc/BA in the fields of Agriculture, Rural Development, DRM, Economics, Social Sciences and related fields of study. 	
Experience	<ul style="list-style-type: none"> Minimum 4 years and above experience in Agriculture/livelihood project implementation and/or emergency response and disaster management works in NGOs. Hands-on experience in cash and voucher assistance(CVA) management within large-scale relief and recovery projects. Considerable experience in e-voucher system management(how to handle data, and accurately use the e-devices(e-voucher reader, smartphone with application, and e-voucher) including the handover process with the vendors) Experience in post-distribution monitoring (assessments and reporting). Sound understanding and application of SPHERE, Core Humanitarian Standard and Red Cross Codes of Conduct Proven experience working for INGOs 	<ul style="list-style-type: none"> Knowledge of culture, norms, beliefs and geographical areas of the target Woreda is an asset. Demonstrated experience in working with consortium projects.
Skills/Abilities	<ul style="list-style-type: none"> Good communication and interpersonal skills Strong organisational and multitasking skills Documentation management and ability to use project management tools Attention to detail even under pressure Time management skills with the ability to meet deadlines Ability to safeguard the well-being of children and vulnerable adults Good computer skills (MS Office, Google Suite, email, internet) Oral and written fluency in English, Amharic and Afaan Oromo 	<ul style="list-style-type: none"> High level of interpersonal skills with the ability to work across cultures and religions Ability to be innovative and generate new ideas.
Personal Qualities	<ul style="list-style-type: none"> Committed Christian with a personal relationship with God Committed to Tearfund's Mission, Values and Beliefs 	

	<ul style="list-style-type: none"> • A creative, innovative and flexible team player with the ability to prioritise and manage a busy workload • Commitment to diversity and inclusion of gender and disability. • Demonstrates sensitivity and skills in working cross-culturally. • Willingness to spend substantial amounts of time in the field with agro-pastoralists. • Target-driven and result oriented. 	
OTHER COMMENTS: <ul style="list-style-type: none"> • Regular travel across cluster countries is a requirement • All roles require a DBS/Police check • Tearfund is a member of the SCHR Misconduct Disclosure Scheme • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		