

**To: DBE - HRMD**

**Application Letter**

Dear Sir/Madam,

I am writing to apply for the position of **Manager, Project Follow-up Team - Agricultural Project Follow-up Division under SME Cluster** with the reference to your advertisement in DBE's home.

My vision is to ensure DBE financed projects effectiveness by providing meaningful regular monitoring and follow-up of Agricultural projects financed and administered by Districts and Branch office.

Regarding the duties to be done on this position, the following activities are required to accomplish the vision statement mentioned above:

- Designing strategies on how to handle monitoring and follow-up of Agricultural projects;
- Planning, coordinating and facilitating to conduct regular monitoring and follow-up of Agricultural projects financed and administered by Districts and Branch office;
- Regularly monitoring, follow-up, analyzing the status of the projects commissioned against the envisaged plan, identifying problems, recommending appropriate recommendations timely and following-up the implementation of recommended ways of forwards.

As a manager if I will be selected for the position I strongly follow the five years strategic reform plan achievement with regard to financial soundness by providing extensive monitoring and follow-up of Agricultural projects financed and administered by Districts and Branch office.

Concerning my academic qualifications, I have first degree in Agribusiness Management from Haramaya University. Currently I am studying Masters in Public Financial Management in Civil Service University. After graduation I have experience for about 14 years in different governmental and non-governmental organizations. I have above three years relevant experience in Sr. Monitoring & Evaluation Officer in the Project Evaluation & Portfolio Management Directorate. In addition to this, I have served for more than two years as a Sr. Loan officer in DBE, Butajira District. Beyond that, I have above eight years work experiences outside of DBE; from this I have five years experiences in leadership position such as New Micro & Small Enterprise coordinator in Micro and Small Trade Industry Bureau and Ethiopian Commodity Exchange as Inventory coordinator (Lead Inventory Controller) & the rest three years experiences in different positions as an expert. From all these experiences I had grasp important knowledge and skills regarding project appraisal works, project follow up, project evaluation & program impact assessment, monitoring follow up reports and other analytical skills (data collection, analysis and interpretation skills) and communication skills (report planning, coordinating, writing and reporting) which are important for me to plan, coordinate, facilitate and design strategies on how to monitoring and follow-up activities.

By considering all the above important elements, I work to the vision, job descriptions by aligning to the Bank's five years strategic reform plan and it is my commitment to the Bank's success that is distinctive to be selected for the position I have applying.

**Sincerely yours**

**Mulugeta Bekele**