

JaRco Consulting is an African development consulting firm based in Addis Ababa, Ethiopia, specializes in qualitative and quantitative research; design of monitoring and evaluation systems; and provision of training and capacity building and technical assistance and implementation support across a wide range of sectors to leading international donors and partner agencies. We are dedicated to improving evidence-based interventions and programs for the well-being of individuals and communities, with particular focus on the most vulnerable in Ethiopia and throughout Sub-Saharan Africa.

Job title : Accountant

Number required : 2

Term of employment: One year contract with possibility of extension

Duty station: Addis Ababa

Salary: Attractive and Negotiable

Summary of Job:

The Accountant will be responsible in managing the day to day financial activities, including payroll preparation, taxation, accounting, monthly closing books of records, account reconciliation, journal entry adjustments.

Duties & Responsibilities:

- Maintain and update the financial records
- Prepare monthly, quarterly and yearly financial statements for management and for government bodies and close year end transactions for renewal of the company's license.
- Ensure all taxes are withhold & remitted as per Ethiopian tax law.
- Review new project budgets, prepared invoices, revenue reports, budgets, and other documents associated with accounting
- Prepare Payroll, verify effect payments of staff salary, contracts, utility bills, supplies etc
- Prepare and maintain financial sources documents.
- Prepare the monthly cash and bank reconciliation reports up on receipt of the bank statement.
- Responsible for daily accounting and finance function including accurate and timely recording of accounting transactions of the organization
- Managing day to day processing of accounts receivable and payable using Peachtree software, producing reports as requested.
- Reconciling monthly activity, generating year-end reports, and fulfilling tax related requirements

Desired Qualifications:

- BA Degree in accounting with 2 years practical experience or Diploma with 4 years' Experience from recognized university
- Must be a team player and have the ability to work cross-culturally.
- Excellent spoken and written English language skills.

Interested and qualified applicants should submit their cover letter, CV and other relevant documents via hresource@jarco.info email address before December 10, 2018.

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Job title : PDA Programmer

Number required : 5

Term of employment: One year contract with possibility of extension

Duty station: Addis Ababa

Salary: Attractive and Negotiable

Summary of Job:

The Personal Data Assistant (PDA) role is develop, test, analyze, and maintain new software applications in support of the achievement of research and data collection requirements. This includes writing, coding, testing, and analyzing software programs and applications. The PDA Programmer will also research, design, document, and modify software specifications throughout the production life cycle. In addition the PDA programmer is responsible for testing the application and correcting any problem that arises with regards of PDA programming.

Duties & Responsibility:

- Collaborate with research teams, programmers, and designers in conceptualizing and development of new software programs and applications.
- Analyze and assess existing business systems and procedures.
- Assist in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with internal users and departments.
- Assist in defining software development project plans, including scoping, scheduling, and implementation.
- Research, identify, analyze, and fulfill requirements of all internal and external program users
- Recommend, schedule, and perform software improvements and upgrades

Desired Qualification

- BA Degree in Computer Science or other relevant of field study with 2 years practical experience or Diploma with 4 years' Experience from recognized university
- Previous knowledge on CSPro, ODK and SPPS and PDA programming is desirable. In addition, experience which provides the desired knowledge, skills, and abilities necessary to perform the position's essential duties and responsibilities.
- Must be a team player and have the ability to work cross-culturally.
- Excellent spoken and written English language skills.

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Job title : Diver

Number required : 3

Term of employment: One year contract with possibility of extension

Duty station: Addis Ababa

Salary: Attractive and Negotiable

Duties and responsibilities

- Ensure timely conveyance of staff and materials to and from places as instructed by supervisor or the manager
- Ensure that vehicles are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle
- Carry out routine checks on vehicles and ensure they are sound
- Recognize electrical and mechanical faults and report to the dispatcher or supervisor
- Report any instance of mishap or accident to the dispatcher or supervisor
- Perform periodic maintenance on vehicles, such as checking coolant, checking batteries and motor oil at appropriate time, as well as refueling the car(s).
- Report any case of accident, injury or damage of vehicles to the dispatcher or supervisor
- Keep all records, including receipts for vehicle maintenance and fuel
- Keep up a travel log to record areas travelled to, travel time, and work hours

Desired Qualification

- Having 3rd grade driving license and above; or equivalent
- Minimum of 5 years of relevant work experience preferably in an International NGO.
- High School Complete or Diploma graduate in Auto mechanics preferable, but not a requirement
- Valid certificate of experience and qualification

Knowledge, Skill and Abilities:

- Able to communicate in Amharic, both verbal and written.
- Ability to communicate in English
- Very good Interpersonal skill
- Willing to travel outside his/her base/duty station

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