

Vacancy Announcement

Channel One Programs Coordinating Directorate under the Ministry of Finance has intention to recruit employees on contractual basis for the following position with necessary requirements:

S.No	Position	No. of Person	Education Level	Work Experience	Salary
1	Senior Sovereign Rating and Institutional Investors Relation Specialist	One(1)	MA/BA in economics or International relation or Finance or related fields	Minimum of Eight (8) years for MA and Ten(10) years for BA with relevant experience for the vacant position. Out of which the minimum of five (5) years experience in areas such as the focal point for rating agencies, International investors & Marketing analysis is preferred	Negotiable
2	Administrative Assistant	One(1)	Diploma in Secretarial Science & Office Management	Minimum of Eight (8) years relevant experience for the vacant position. Experience with International organization or Government organization or NGOs are highly appreciated	As per the Channel One Programs contract staff salary scale
3	Senior Finance & Report Expert-II	One(1)	MA/BA degree in Accounting or Public Finance Management.	Minimum of Six (6) years for MA and Eight (8) years for BA with relevant experience for the vacant position	As per the Channel One Programs contract staff salary scale

1. Terms of Reference For Senior Sovereign Rating and Institutional Investors Relation Specialist

Background:-

The Federal Democratic Republic of Ethiopia Ministry of Finance (MoF) is principally responsible for formulating economic cooperation policies and strategies, lead and coordinate bilateral and multilateral economic cooperation, and manage partnerships with international and regional organizations. It has the essential role to mobilize, consolidate and blend financial resources from to sustainably finance national development priorities.

To facilitate international borrowing, gauge the credit worthiness of Ethiopia thus determine country's borrowing costs and boost investors' confidence to attract foreign direct investment, the Ministry of Finance has been through sovereign credit rating exercise since May 2014, obtaining the ratings B₊ by Standard & Poor's, B1 by Moody's and B by Fitch. This exercise preceded the country's inaugural Eurobond issuance on international debt capital markets in December 2014. Following these two milestones, the Ethiopian Authorities launched, in coordination with a Sovereign Advisory firm, a Rating Agency and Investor Relations Program (RAIRP) in order to maintain a proactive and constructive dialogue with capital markets agents.

The Key Objectives of Ethiopia's Rating Agency and Investors relations Programs (RAIRP)

- Enhance the country's communication with international market players, in particular rating agencies, with an emphasis on policy transparency and data dissemination;
- Address markets agents' concerns and questions, in particular during rating agencies' reviews;
- Raise Ethiopia's credibility and attractiveness to support the sovereign's issuer credit rating, reduce its borrowing costs and direct foreign capital flows towards Ethiopia

Main Duties and Responsibilities of Senior Sovereign Rating and Institutional Investors Relation Specialist:-

The Senior Sovereign Rating and Institutional Investors Relation Specialist is responsible to assist the IFIsCD in leading the sovereign rating of the country by rating agencies such as the Fitch, Moody's, Standard & Poor's which is expected to promote positive image of the country to attract investment opportunities. S/He will also liaison and coordinate with other directorates within the MoF and relevant other agencies to ensure the Government's commitments are honoured and that various engagements and programs are implemented in a coordinated and synchronized manner.

The overall responsibility of Senior Sovereign Rating and Institutional Investors Relation Specialist has three core responsibilities:-

A. Facilitating the communication between Ethiopian's authorities, financial advisors and capital markets participants,

- Establishing and maintaining, with the support of financial advisors, a comprehensive list of contact information for rating analysts, investors,

- and brokers who regularly track the country;
- Maintain Active relationship dialogue with rating agencies and multilateral sovereign risk stake holders.
- Supporting financial advisors on logistics in preparation for rating agencies periodic reviews;
- Supporting financial advisors on logistics and investors outreach in preparation for the Ethiopian Ministry of Finance annual investors conference in Washington, at the occasion of the IMF and World Bank Annual Meetings;
- Organizing efficient communication channels through email groups, quarterly conference calls and the development of a dedicated webpage on the MoF's website.

B. Coordinating and Supporting the information-sharing process:- It is of up-most importance that Ethiopia demonstrates its capacity to share in efficient and timely manner relevant and impactful information, in order for markets agents to make the most informed rating or investment decision. The SRAIRO's job would notably consist in:

- Centralizing, with financial advisors' assistance, rating agencies' questions and concerns, as well as specific queries in the context of ratings periodic reviews
- Developing and maintaining a network of officials and civil servants that can answer rating agencies' queries and provide related information and data
- Coordinating, with financial advisors' assistance, the collection and dissemination of key macroeconomic, fiscal and financial data as part of rating agencies' reviews
- Assess country risks through thought leadership and providing leadership to government officials and informants key information before communication with rating agencies.
- Reviewing, along financial advisors, draft rating agencies reports to ensure that they do not contain any factual errors or to clarify potential misunderstandings
- Populating the RAIRP dedicated webpage: it should be a vehicle for providing relevant data and information to rating analysts and investors in a user-friendly and easy to navigate format. In particular, it should give access to:
 - Key macroeconomic, fiscal and financial data;
 - Archived rating agencies reports and rating actions announcements
 - Archived presentations to investors, audio streaming of investor teleconferences or videoconferences, IMF and World Bank reports;
 - Eurobonds prospectuses;
 - Links to websites for various official agencies; and
 - Registration facilities for investors who would like to be included in IR activities

C. Gauging capital markets sentiment towards Ethiopia and providing feedback to the Authorities

Communication is two-way and the SRAIRO should pay particular attention to market feedbacks in order to pre-empt opportunities for financing or liability management exercises and possible change in market sentiment, conditions or rating downgrade. His/ Her mission will include:

- Supporting financial advisors in preparing briefs for Ethiopian policymakers about rating agencies feedbacks and concerns, overall market environment and anticipated rating agencies reactions to policy changes under consideration
- Identify, formulate and review financial and sovereign risk management procedures and guidelines.
- Formulating scenario analysis for major macro-economic changes and stress testing ratings based on different rating agencies evaluation models
- Lead the preparation of regular risk reports and advice on actions with regard to debt sustainability, foreign exchange reserve, and other macro-economic variables.
- Participating to the design, in collaboration with the Ministry of Finance and financial advisors, of the communication strategy towards rating agencies and other market participants
- Covering main media channels and specialized market analysis (brokers reports)

Special Skill Desired for the Senior Sovereign Rating and Institutional Investors Relation Specialist:-

- Detail-oriented with a solid understanding of risk management; strong quantitative analysis skills.
- Solid understanding of capital markets and knowledge of the Ethiopian public administration to organize and coordinate data gathering and dissemination exercises in the most efficient way;
- Excellent oral and written communication skills, with highly collaborative working style, candidates to the position of SRAIRO should have great human qualities in order to best promote Ethiopia internationally.
- Fluency in English and Amharic is required;
- Experience in working with multi-cultural stakeholders preferred.

Reporting Arrangement:-

The Senior Sovereign Rating and Institutional Investors Relation Specialist will report to the International Financial Institutions Cooperation Directorate.

Continued from page 23

2. Main Duties and Responsibilities of Administration Assistance position

The duties and responsibility of administrative assistant are listed below but not limited to:

- Produces information by jot down, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Organizes work by reading and routing correspondence, collecting information; initiating telecommunications
- Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
- Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Prepares reports by collecting information.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Keeps equipment operational by following manufacturer instructions and established procedures.
- Secures information by completing database backups.
- Maintains technical knowledge by attending educational workshops; reading secretarial publications.
- Contributes to team effort by accomplishing related results as needed
- Carries out tasks according to International Financial Institutions Cooperation Directorate (IFICD) regulations;
- He or she has responsible for photocopies and scans documents as needed
- Reports without delay to the persons responsible for office administration and accounting on all problems in financial administration and compliance with rules
- Prepared filing administration system , treating information confidentially and Oversees necessary action for office space.
- Performs other duties and tasks at the request of International Financial Institutions Cooperation Directorate (IFICD).

Special Skill Desired for the Administrative Assistance position

- Secures a smooth workflow providing all necessary work materials to team members;
- Fluent command of the English and Amharic language,

- Computer literacy (MS word, PowerPoint, Excel, etc.)
- Ability to cope with stress and to organize/prioritize workload under tight deadlines
- Discipline , punctuality, Resilience and patience;

3. ከፍተኛ የሂሳብና ሪፖርት ባለሙያ / Senior Finance & Report Expert-II/ የሥራ ኃላፊነትና ዋና ዋና ተግባራት

- በተሰጠው ውክልና መሠረት የገቢና ወጪ ሂሳቦችን በፈርማ ያረጋግጣል፤
- ስራዎችን የባንክ ሂሳብ መግለጫዎች ላይ የማይታዩ ሂሳቦችን በማጣራት የባንክ ሂሳብ ማስታረቂያ ያዘጋጃል፤
- በተሰጠላቸው በተከፋይ የተያዙ ሂሳቦችን ትክክለኛነት ያረጋግጣል፤ እንዲያውራረድም ከትራል ያደርጋል፤
- የመ/ቤቱን የሂሳብ እንቅስቃሴ የሚያሳዩ የተለያዩ ሪፖርቶች ላይ የሚታዩ ሂሳቦች ላይ ትኩረት የሚሹ ጉዳዮችን ዝርዝር በማዘጋጀት የመፍትሄ ሃሳብ ለሱድን ኃላፊ ያቀርባል በወቅቱም ይተገብራል፤
- የመ/ቤቱን የሂሳብ እንቅስቃሴና የተፈቀደውን በጀት መነሻ በማድረግ ለቀጣይ ጊዜ የሚያስፈልጉ የበጀት ፍላጎቶች በወቅቱ ለሱድኑ ያቀርባል፤
- የውስጥ ቁጥጥር ሥርዓቱን የሚያጠናክሩ የመረጃ አያያዝና የአሠራር ሥርዓት ይተገብራል፤
- የውጭና የውስጥ አዲት ሮቶችን አስተያየት መስረት በማድረግ ምላሽ ይሰጣል፤ በቀጣይ ወቅት መታረም ያስባቸውን መነሻ በማድረግ ማስተካከያ ያደርጋል፤
- የመ/ቤቱን የዳይሬክቶሬቱን ዓመታዊ ዕቅድ መሠረት የግል ዕቅድ ያዘጋጃል፤ የወቅቱን አፈጻጸም በመመዘገብ ከትራል ያደርጋል፤
- ዓመታዊ የዳይሬክቶሬቱ በጀት ዝግጅት ላይ አስፈላጊ የሆኑ መረጃዎችን በመስጠት ረገድ ተሳትፎ ያደርጋል፤
- በሥራ ክፍሉ የሚታዘዙ ተጨማሪ ሥራዎችን ያከናውናል፤

Notice:- To all position

- Terms of Employment Initially one year with Possibility of extension
 - Duty station Addis Ababa , Ministry of Finance (MOF)
- Interested applicants should submit their Non-retunable application, curriculum vitae (CV), Education, Experience and all credentials Documents together with their original documents within 10/Ten/ consecutive working days from the first day of announcement

Ministry of Finance (MOF)
Channel One Programs Coordinating Directorate (COPCD)
 Sidist Kilo, MOF main Building 6th, floor, Room, no.621

Tel. 011-1 57 05 94/91 or Applicant's send their require documents by
 Email address copcuproc@gmail.com, Addis Ababa

Ministry of Finance (MOF)



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