



**Vacancy Announcement #117/2024**

## **Digital Capacity Coordinator - Digital Transformation Center**

**Contract Duration : December 31, 2025**

**Application deadline: 21/10/2024**

**Duty station: Addis Ababa**

### **1. Background**

The project "Digital Transformation in Ethiopia" is designed to redefine GIZ Ethiopia's approach to leveraging digital technology across our core sectors of engagement, contributing to sustainable development, and mitigating the digital divide. Focused on strategic coordination and capacity building. The unit functions as a nexus for enhancing synergies among various bilateral, regional, and global digital development interventions, optimizing the impact of our joint efforts with partners.

Within this framework, the digital transformation team will provide expert advice to projects and partners on the design and execution of digital transformation activities and components. As a member of this team, you will engage in cross-cluster collaboration, identifying and capitalizing on opportunities for engagement through the integration of current methodologies and technologies with a special emphasis on capacity building, digital skills, and e-learning. This might include approaches such as Scrum, design sprints, visualization, storytelling, and more.

You will play an active role in driving forward our digital profile, aligning it with the strategic objectives of our Ethiopian partners and the needs of our beneficiaries.

The Digital Transformation Team will be composed of individuals with a robust foundation in IT. Team members must possess the desire and autonomy to drive activities forward without constant oversight. Strategic thinking will be central to the role, linking technology solutions directly to policy design and implementation. Adaptability and a forward-thinking attitude are crucial, as the digital landscape is dynamic and requires continuous learning and flexibility. Team members should embody a 'maker' spirit – adept at converting creative ideas into actionable initiatives, while also being 'learners' who actively seek input and strive for joint solutions. Furthermore, every team member should embrace new technologies and be share their insights to current trends, methods and technologies to teach others, ensuring a collaborative and evolving team environment.



The Digital Capacity Coordinator supports digital transformation initiatives by enhancing the capabilities of stakeholders involved in various development projects from different perspectives. This role is tasked with facilitating the design, coordination, and execution of training and capacity development programs aimed at improving technical, methodological, and operational skills among partner organizations. The coordinator collaborates closely with project teams to identify training needs, develop appropriate training strategies, and implement these programs effectively, while managing relationships with external contractors to ensure high-quality training delivery. He/she also offers technical, and policy advice to the projects and respective political and implementation partners on the nexus of skills/learning and digital transformation in various sectors from education, vocational training, lifelong learning and the world of work

- **Training Needs Assessment:** Collaborate with project teams to identify and analyse training needs for partner organizations aligned with digital transformation objectives.
- **Curriculum Support:** Assist in the development and updating of training curricula that integrate the latest digital technologies and methodologies pertinent to the projects.
- **Program Coordination:** Coordinate the scheduling and logistics of training sessions, ensuring effective delivery through various formats, including in-person and virtual sessions.
- **Contractor Liaison:** Serve as the primary liaison with external contractors and training providers, facilitating communication and ensuring that training delivery aligns with organizational standards.
- **Training Support:** Support the facilitation of training sessions, workshops, and seminars to partners, focusing on engagement and educational value.
- **Feedback Collection and Evaluation:** Implement and manage feedback mechanisms to assess the effectiveness of training sessions and modify approaches based on participant feedback.
- **Stakeholder Engagement and policy advice:** Engage regularly with project managers and other key stakeholders to advise on policy related topics and ensure training initiatives are well-integrated with broader project goals. Establish and maintain cooperation with relevant ministries.
- **Budget Oversight Assistance:** Assist in managing the budget for training initiatives, helping to ensure resources are used efficiently.
- **Documentation and Reporting:** Maintain detailed records of training activities, participant progress, and outcomes to assist in reporting and continuous improvement processes



## Qualifications

### Qualifications & Professional Experience:

- Master's degree in business administration, Management, Information Technology, or a related field.
- Proven experience in organizing digital or technology-focused events like hackathons. • Solid understanding of change management principles, methodologies, and tools.
- Certifications in design thinking, Scrum, or similar are an asset.
- Minimum 3 years' experience of working in international development cooperation, focusing on topics of digitalization in private sector and education and vocational training

### Professional experience

- 5 years of professional experience in worker welfare, labour rights, or social sustainability, ideally within an international organization
- Demonstrated project management experience in conceptualizing, planning, and managing (worker welfare) interventions
- Sound technical understanding of international labour standards, local labour law and supply chain due diligence
- Proven track record in stakeholder engagement, including collaboration with government partners, employers and workers
- Fluent in both written and spoken English and Amharic
- Strong proficiency in IT tools, including email and MS Office applications)

### Additional Competencies:

- Strong Communication Skills: Ability to articulate complex digital concepts to non-technical stakeholders and to facilitate collaboration between diverse groups.
- Strong organizational paired with excellent communication and interpersonal skills to interact effectively with stakeholders within and outside the organization.
- Creative problem-solving skills and the ability to manage multiple priorities under tight deadlines.
- Passion for technology and innovation, with a keen interest in staying updated with the latest digital trends.
- Comfortable with a rapidly changing environment, multiple stakeholders, and competing demands. Capable of quickly learning about new technologies as they emerge.
- Experience in working collaboratively in a cross-cultural environment. Possessing the ability to mentor and develop other team members is considered a plus.



- **Multilingual Skills:** Proficiency in English is mandatory; additional proficiency in Amharic or other regional languages is desirable due to the geographic focus of the project.

### **Desired Personal Qualities:**

- **Proactive and Self-managed:** Able to operate with balanced supervision, task-dependent from directed to self-organized and self-motivated.
- **Openness to Change:** Embraces change and is willing to adapt project goals and processes as required by evolving circumstances and insights.
- **Educational Mindset:** Enthusiastic about learning and equally passionate about sharing knowledge with others.



### Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their recent CV via Email: [hreth@giz.de](mailto:hreth@giz.de)

Please make sure you mention the vacancy number and position title **Digital Capacity Coordinator #117/2024** in the subject line of your email application. Applications without vacancy numbers in subject lines might be disqualified.

Only short-listed candidates will be contacted.

Please refer to our [brochure](#) to learn more about GIZ's attractive benefits package.

Internal candidates shall submit their motivation letter along with their recent CV to: [ethiopia-internal-applicants@giz.de](mailto:ethiopia-internal-applicants@giz.de)

Please make sure you mention the vacancy number and position title **'Digital Capacity Coordinator' #117/2024** in the subject line of your email application.

Before applying for the new position, internal candidates must seek approval from their line manager. This step prevents internal poaching or brain drain within GIZ.

Before arranging interviews, HR will ask the candidates to confirm in writing that their line managers are aware of their application. If the candidate has not informed the line manager, he/she must do this immediately or the application will be rejected.

HR will inform unsuccessful internal candidates about the rejection verbally or in writing.

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