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Association For Peace In Ethiopia,
APE

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ORGANIZATIONAL JOB POSITIONS, POSITION CODES
AND JOB DISCRIPTIONS MANUAL



ሐምሌ 2017 ዓ.ም

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1. Abstract

The Association for Peace in Ethiopia (APE) is a civil society organization established in 2022 with a mission to promote peace, advocate for policy reform, and foster sustainable development across the nation. This document outlines the essential job positions within the organization, categorized by department, and highlights the roles and responsibilities tied to each position. By delineating these roles, APE aims to clarify the operational structure that supports its mission and ensures effective implementation of its programs. The significance of these positions underlines the organization's commitment to fostering collaboration, enhancing policy advocacy, and implementing impactful programs to contribute to peace and stability in Ethiopia.

2. Introduction

The Association for Peace In Ethiopia was formed to address the multifaceted challenges facing the nation, including conflict resolution, policy advocacy, and community engagement. As a civil society organization, APE is dedicated to creating a platform for dialogue and collaboration among various stakeholders, including government entities, civil society actors, and local communities. The organization operates through several specialized departments, each equipped with skilled professionals dedicated to achieving its mission. The following sections will elaborate on the job titles within these departments, highlighting the key responsibilities and significance of each role in promoting peace and effective governance in Ethiopia.

3) Significance of Job Positions

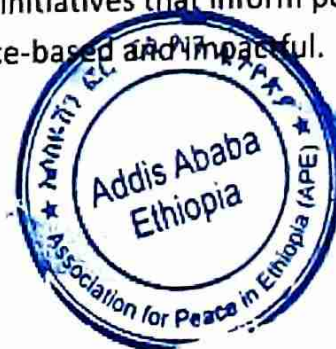
3.1) Executive Leadership

Executive Director (APE-ED-1-01): As the chief executive officer, the Executive Director ensures the strategic vision of APE is realized through effective leadership and oversight of all departments. This role is critical for fostering a cohesive organizational culture and aligning departmental efforts with the association's mission.

Executive Secretary (APE-ED-3-01): The Executive Secretary plays a vital support role, managing communications and organizational logistics, thereby enabling the Executive Director to focus on strategic initiatives and stakeholder engagement.

3.2) Advocacy and Policy Research Department

Director of Advocacy and Policy Research (APE-APR-1-01): This position directs the development of advocacy strategies and research initiatives that inform policy reform, ensuring that the association's advocacy efforts are evidence-based and impactful.



Senior Advocacy Officer (APE-APR-2-01) and Senior Policy Research Officer (APE-APR-2-02): These roles support the Director in conducting comprehensive research and developing advocacy materials, which are essential for engaging stakeholders and influencing policy decisions.

Government & Stakeholder Liaison Officer (APE-APR-3-01): This officer establishes and maintains relationships with governmental and non-governmental stakeholders, ensuring APE's advocacy efforts are well-coordinated and aligned with national priorities.

3.3) Program Management and Research Department

Director of Program Management and Research (APE-PMR-1-01): This position oversees the design and implementation of programs that advance APE's mission, emphasizing research that informs program effectiveness.

Program Design & Grants Manager (APE-PMR-2-01): Responsible for securing funding and designing programs, this manager ensures that APE's initiatives are financially sustainable and strategically aligned with its goals.

Peace and Conflict Research Officer (APE-PMR-3-01): This officer conducts critical research on conflict dynamics, providing valuable insights that shape APE's programmatic approach.

3.4) Program Management and Implementation Department

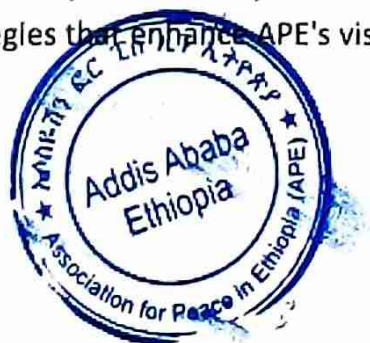
Director of Program Management and Implementation (APE-PMI-1-01): This role is essential for ensuring that programs are executed effectively, meeting the goals set forth by APE.

Senior Program Manager (e.g., Dialogue & Mediation) (APE-PMI-2-01): This position focuses on high-level program management, particularly in dialogue and mediation initiatives that are crucial for conflict resolution.

Field Project Coordinator (APE-PMI-3-01) and Community Mobilization Officer (APE-PMI-3-02): These roles are pivotal in implementing programs at the community level, fostering local engagement and ensuring that initiatives are responsive to community needs.

3.5) Communications and Outreach Department

Director of Communications and Outreach (APE-CO-1-01)**: This position leads the development of communication strategies that enhance APE's visibility and engagement with stakeholders.



Media Relations and PR Manager (APE-CO-2-01): This role is responsible for managing public relations and media outreach, crucial for shaping public perception and garnering support for APE's initiatives.

Digital Communications Officer (APE-CO-3-01) and Outreach and Events Officer (APE-CO-3-02): These roles focus on leveraging digital platforms and organizing events to raise awareness of APE's work and engage diverse audiences.

3.6) Finance and Administrative Department

Director of Finance and Administration (APE-FA-1-01): This role ensures the financial health and administrative efficiency of APE, which is vital for sustaining operations and achieving strategic objectives.

Finance Manager (APE-FA-2-01), Human Resources & Administration Manager (APE-FA-2-02), Accountant (APE-FA-3-01), and Administrative and Logistics Assistant (APE-FA-4-01): These positions support the financial and operational backbone of APE, ensuring that resources are effectively managed and administrative processes run smoothly.

3.7) Monitoring and Evaluation Department

Director of Monitoring and Evaluation (APE-ME-1-01): This position is critical for establishing frameworks to assess the impact of APE's programs, ensuring accountability and continuous improvement.

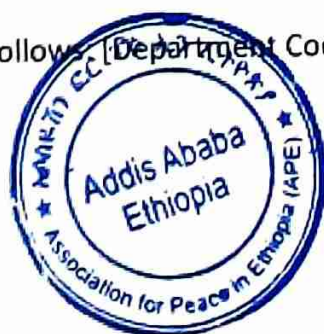
Senior M&E Manager (APE-ME-2-01), M&E Officer (APE-ME-3-01), and Data Management and Learning Officer (APE-ME-3-02): These roles focus on collecting, analyzing, and interpreting data to inform decision-making and enhance program effectiveness.

By clearly defining these positions and their significance, the Association for Peace in Ethiopia aims to create a robust organizational structure that facilitates collaboration, enhances accountability, and ultimately contributes to lasting peace and development in Ethiopia.

A well-defined organizational structure is crucial for the success and efficiency of the "Association for Peace in Ethiopia" (APE).

The following are Based on our organizational structure with job titles and unique Position Identity Numbers (PINs). The structure is designed to be clear, logical, and scalable as your organization grows.

The PIN system is structured as follows: [Department Code]-[Level]-[Sequence Number]



1. Department Codes:

ED (Executive Director's Office),
APR (Advocacy & Policy Research),
PMR (Program Management & Research),
PMI (Program Management & Implementation),
CO (Communications & Outreach),
FA (Finance & Administration),
ME (Monitoring & Evaluation).

2. Levels

Level: 1 for Director/Head,
Level: 2 for Manager/Senior Officer,
Level: 3 for Officer,
Level: 4 for Assistant/Associate.

Association for Peace In Ethiopia (APE) - Organizational Structure

4) Offices and Respective Positions:

4.1) Office of the Executive Director

This office provides the overall strategic leadership and direction for the entire organization.

APE-ED-1-01: Executive Director

Description: Serves as the Chief Executive Officer, reporting to the Board of Directors. Responsible for the strategic, programmatic, financial, and administrative management of the association. Acts as the primary spokesperson and ensures the organization achieves its peace-building mission.

APE-ED-3-01: Executive Secretary

Description: Provides high-level administrative and logistical support to the Executive Director. Manages the ED's schedule, coordinates board meetings, handles confidential correspondence, and facilitates communication between the ED's office and other departments.



4.2) Advocacy and Policy Research Department

This department focuses on influencing policy, engaging with stakeholders, and conducting research to support evidence-based advocacy for peace.

APE-APR-1-01: Director of Advocacy and Policy Research

Description: Leads the department's strategy to influence national and regional policies related to peace and conflict resolution. Oversees all advocacy campaigns, stakeholder engagement, and policy-focused research.

APE-APR-2-01: Senior Advocacy Officer

Description: Develops and implements advocacy strategies. Builds and maintains relationships with government officials, policymakers, diplomats, and other CSOs. Represents APE in key forums and coalitions.

APE-APR-2-02: Senior Policy Research Officer

Description: Conducts in-depth research on conflict dynamics, peace processes, and relevant legislation. Produces policy briefs, research papers, and analytical reports to inform APE's advocacy positions and programs.

APE-APR-3-01: Government & Stakeholder Liaison Officer

Description: Focuses on building and maintaining practical relationships with key government bodies and community stakeholders, ensuring smooth communication and collaboration.

4.3) Program Management and Research Department

This department is responsible for the initial design, development, and research underpinning the association's peace-building programs.

APE-PMR-1-01: Director of Program Management and Research

Description: Leads the conceptualization and design of innovative peace-building programs. Oversees needs assessments, baseline studies, and formative research to ensure programs are relevant, evidence-based, and impactful.

APE-PMR-2-01: Program Design & Grants Manager

Description: Leads the process of writing project proposals and securing funding for new programs. Works closely with donors and partners to develop compelling and fundable peace initiatives.



APE-PMR-3-01: Peace and Conflict Research Officer

Description: Conducts field-based research, conflict analysis, and needs assessments to inform the design of new projects. Contributes to the theoretical and practical framework of APE's interventions.

4.4) Program Management and Implementation Department

This department is the operational arm, responsible for the day-to-day execution and management of all approved projects on the ground.

APE-PMI-1-01: Director of Program Management and Implementation

Description: Oversees the effective and efficient implementation of all APE programs across the country. Ensures projects are delivered on time, within budget, and to a high standard of quality. Manages all field operations.

APE-PMI-2-01: Senior Program Manager (e.g., Dialogue & Mediation)

Description: Manages a specific portfolio of large-scale projects (e.g., community dialogue, youth engagement). Responsible for project planning, budget management, staff supervision, and reporting for their assigned projects.

APE-PMI-3-01: Field Project Coordinator

Description: Based in a specific region or project area, this person is responsible for the direct coordination and execution of project activities, managing field staff and volunteers, and liaising with local communities and authorities.

APE-PMI-3-02: Community Mobilization Officer

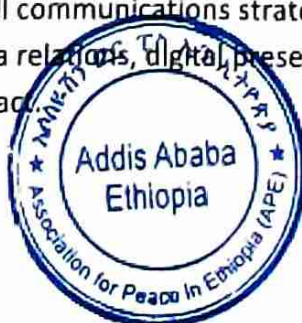
Description: Works directly with communities to encourage participation in peace activities, builds trust, and facilitates local-level peace-building initiatives and dialogues.

4.5) Communications and Outreach Department

This department manages the association's brand, public image, and communication with all external stakeholders, including the public, media, and partners.

APE-CO-1-01: Director of Communications and Outreach

Description: Develops and leads the overall communications strategy for APE. Oversees all internal and external communications, media relations, digital presence, and branding to enhance the organization's visibility and impact.



APE-CO-2-01: Media Relations and PR Manager

Description: Manages relationships with journalists and media outlets. Writes press releases, organizes press conferences, and proactively seeks media opportunities to promote APE's work and peace agenda.

APE-CO-3-01: Digital Communications Officer

Description: Manages the APE website, social media channels (Twitter, Facebook, etc.), and email newsletters. Creates engaging digital content (text, photos, videos) to reach a wider audience.

APE-CO-3-02: Outreach and Events Officer

Description: Organizes public events, workshops, and campaigns to engage the public and specific community groups. Produces outreach materials like brochures, flyers, and banners.

4.6) Finance and Administration Department

This department is the backbone of the organization, managing all financial, human resources, logistical, and administrative functions.

APE-FA-1-01: Director of Finance and Administration

Description: Oversees all financial management, budgeting, accounting, and administrative operations. Ensures compliance with donor regulations and Ethiopian law, and maintains the financial health of the association. Manages HR, IT, and procurement.

APE-FA-2-01: Finance Manager

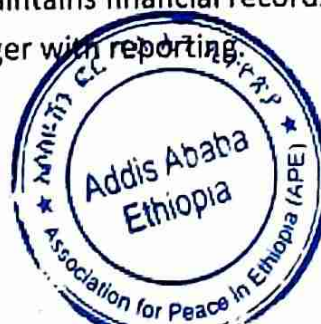
Description: Manages the day-to-day accounting and financial operations. Responsible for payroll, financial reporting to donors, budget tracking, and preparing for audits.

APE-FA-2-02: Human Resources & Administration Manager

Description: Manages all HR functions, including recruitment, onboarding, performance management, and staff well-being. Also oversees general office administration, procurement, and logistics.

APE-FA-3-01: Accountant

Description: Processes financial transactions, maintains financial records, manages accounts payable/receivable, and assists the Finance Manager with reporting.



APE-FA-4-01: Administrative and Logistics Assistant

Description: Provides support for office management, procurement, travel arrangements, and event logistics.

4.7) Monitoring and Evaluation (M&E) Department

This department is crucial for ensuring accountability and learning. It measures the effectiveness and impact of APE's programs.

APE-ME-1-01: Director of Monitoring and Evaluation

Description: Leads the development and implementation of the organization-wide M&E framework. Ensures that robust systems are in place to track progress, measure impact, and promote learning and adaptation across all programs.

APE-ME-2-01: Senior M&E Manager

Description: Designs and manages M&E systems for specific projects. Oversees data collection, analysis, and reporting, ensuring that data is used to improve program performance and demonstrate results to donors.

APE-ME-3-01: M&E Officer

Description: Responsible for the day-to-day collection of monitoring data from the field. Conducts surveys, interviews, and focus group discussions, ensures data quality, and enters data into the M&E system.

APE-ME-3-02: Data Management and Learning Officer

Description: Manages the M&E database, cleans and analyzes data, and creates visualizations (charts, dashboards). Helps facilitate learning sessions to ensure M&E findings are used by program teams.

