

## Job Title: Project Assistant

**Location:** Assosa, Benishangul Gumuz Region (Only candidates who are eligible to work legally without work visa sponsorship in Ethiopia will be considered.)

**Contract Type:** Full-time (40 hours per week)/1-year fixed term contract

**Hiring Salary:** Organizational Scale

**Target Start Date:** As soon as possible

**Application Closing Date: May 31, 2026 23:59 EAT**  
*This job advert is for a vacancy subject to funding and role approval.*

### About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Right To Play Ethiopia started its operation in 2005 and have implemented several interventions to protect, educate and empower children and youth in different parts of the country.

### Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Paid leaves (20 days annual leaves, 3 personal days per year)
- Competitive benefits such as medical and life insurance, hardship allowance, transportation allowance, communications allowance, etc.)
- Learning opportunities and 5 learning and development (L&D) days per year
- More information on what we offer is available on [our website](#).

### Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/239656-project-assistant-4-score-project/1086050-application-form/en>

**Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

**As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer.** More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

**Job Description:**

Job Title: Project Assistant (4)	Grade: 4
Reports Directly to: Project Officer	Location: Ethiopia, Benishangul Gumuz Region, Assosa
Direct Reports: N/A	Department: Program Quality and Impact

**1- Purpose:**

The Project Assistant role supports the planning and implementation of activities, preparation of reports, facilitation of events in close collaboration with project team and stakeholders. The position assists the project team engagement with direct and indirect project beneficiaries at the school and community levels.

**2- Accountability & Responsibilities:**

Project administration and support. (85%)

- Support in the planning and budgeting of the field activities.
- Assist Project Officer in preparing project reports, presentations and other materials as needed.

- Assist the project team in organizing and conducting special events activities and play days/sessions.
- Support logistical arrangements for training workshops and events for project staff.
- Collect updates of lessons learned and best practices and reports on progress and challenges as they arise.
- Conduct regular field visits to support project implementation.
- Assist in assessing training needs, developing appropriate training curriculum and supporting resources.
- Share all project related activities and information of stakeholders with the Project Officer.
- Maintain project documents in a proper filing system both in hard and soft forms.
- Support community-level follow-up and reporting on the progress of rehabilitation of play spaces, under the guidance of technical staff.
- Support the Project Officer by providing attendance information as required

**Project financial management, where applicable. (15%)**

- Support basic financial documentation, expense tracking, and coordination with the Finance team, in line with Right To Play financial policies.
- Support routine banking services such as collecting bank statements, making bank deposits and withdrawing cash.
- Supports project staff in the identification and purchase of material and equipment.

**Perform other duties as assigned**

**3- Scope (geographical and/or functional), Impact and Autonomy**

The role operates with close guidance and management from Project Officer at a technical and operational level. The position has a direct impact on quality of program delivery, compliance, and cost control by implementing agreed activities and targeting identified beneficiaries.

**4- Leadership and Staff management**

This role has no direct reports. The incumbent collaborates across the project team. Information requirement for decision-making

**5- Information requirement for decision-making**

The incumbent relies on Detail Implementation Plan, Memorandum of Understanding and Action Plans, budget information, fleet management plan and security updates. Decisions are guided by Right to Play policies, donor regulations, and country operational priorities.

**6- Innovation and Improvements**

The incumbent is expected to identify needs and propose improvements in project delivery, Play Based Learning, training delivery, and community engagement. The incumbent actively seeks cost effective, efficient solutions while ensuring compliance with organizational, government and donor standards. For innovations that bring a high level of change and risk, the Project Manager will be the ultimate decision maker.

**7- Relationships & Communications: Internal / External:**

Internal: Project Officer, Project Manager, Finance staff, support staff, and Logistics and Security Manager (as applicable).

External: Vendors, contractors, consultants, school community, refugee community, community elders, Government entities, customs authorities, service providers, and partner organizations.

**8- Expertise (Certifications / Education, Professional Experience/Language)**

- Diploma or degree in social sciences, education, management, communication, or a related field.
- 2 years of relevant experience with NGOs or community-based programs.
- Basic understanding of procurement, fleet, and compliance procedures (training provided).
- Experience implementing Play Based Learning Activities, Social Cohesion for Refugee and Host Communities, training material preparation and delivery
- Proficiency in Microsoft Office applications and data collection software
- Strong knowledge of fleet management, procurement documentation, and audit requirements.
- Fluency in spoken and written English and relevant local languages. French is required in francophone countries.

**9- Core Competences**

- Collaboration: Effective collaboration with colleagues, teachers and community members
- Growth Mindset: Committed to continuous learning and improving as required by the role and the changing world. Seek to give and receive feedback for adaptation.
- Resilience: Demonstrate ability to cope with pressure of competing priorities and problem-solving ability.
- Professionalism: Display high level of integrity, transparency and accountability including acting in a manner that upholds the organization's good reputation.
- Management and Interpersonal Skills: Effective and efficient communication with target beneficiaries and Right To Play staff

**10- Additional Information**

The role may require frequent travel within the country, including remote or hardship locations, and the ability to manage multiple priorities in a dynamic operating environment.