

Vacancy Announcement
Ethiopian Investment Commission

Position: Senior Investment Facilitation Expert

Contract Duration: 7 months (January-July 2026) with a possibility of extension

Duty Station: Addis Ababa

Required Number: 1

Salary & Benefits: Competitive

Application Deadline: December 31, 2025

BACKGROUND:

The Ethiopian Investment Commission (EIC) is an autonomous government institution accountable to the country's Investment Board, which is chaired by the Prime Minister. The Commission has the main objective of establishing a conducive investment climate, attracting and retaining investments, and implementing a transparent and efficient investment administration system in Ethiopia. The EIC has three broad verticals for attracting FDI and improving the services provided to investors: Policy Research & Investment Promotion, Investment Operations: licensing, facilitation and aftercare, and Special Economic Zones.

The Ethiopian Investment Commission joint efforts and received a grant from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH to further strengthen the institutional implementation capacity and enhance effective implementation of targeted investment promotion, establishing effective investment planning and monitoring mechanism, facilitate export and aftercare support to the investors.

Strengthening the institutional implementation capacity of the EIC has been implemented for the last several years and has contributed to the success of the commission. The Senior Investment Facilitation Expert expected to bring a fresh perspective in robust investment facilitation, attracting quality investments, strengthening one-stop shop service delivery, and investment aftercare services while ensuring compliance with social and environmental standards in Ethiopia.

POSITION SUMMARY:

Over the past eight years, the government of Ethiopia has implemented several reform measures. The privatization and liberalization and the economy, including the opening-up of the trading sectors for FDI participation, created significant investment opportunities for the private sector-led economic growth and development. In 2021, the government launched the "Ten-year Development Plan (2021-2030)" that details the strategic path to achieve the home-grown economic reform agenda vision of an economic transformation.

The Ethiopian Investment Commission has pursued a series of investment policy, legal, and institutional measures with the goal of effectively realizing national investment plans and targets proposed under the Ten-Year Plan. Ethiopia's economic development needs and the desired impact of FDI and domestic investment strategies have been put in place to attract foreign direct investment and to develop labor-intensive industries and an export-oriented manufacturing sector. Yet, the transformation of the economy is hampered by organizational and operational limitations. Particular problems include an overstretched capacity of senior personnel, less proactive investment outreach, limited availability of pre-packaged information needed to attract quality investments, and the limited number of qualified human resources pool.

To address some of the constraints, the Ethiopian Investment Commission, in partnership with the GIZ, has started implementing a project entitled "Enhancing Targeted Investment Promotion, Retention and Export Facilitation Mechanism". The main objectives of the project are to strengthen institutional implementation capacity, policy

reform, proactive promotion, and investment aftercare strategy implementation through enhancing investment, promotion, export facilitation, and aftercare support.

The Senior Expert will be deployed under the Special Economic Zone Division of the Commission, and are expected to strengthen the implementation capacity of the EIC on a broad range of issues, including but not limited to:

- **Investment Outreach:** Conduct lead generation activities, develop follow-up tools, attract potential investors using an innovative approach, prepare sector profile and pitch deck for an investment outreach mission.
- **Investment Facilitation and Aftercare:** Guide investors through the process of the investment cycle, from responding to initial inquiries to post-establishment operations.
- **Information Preparation and Dissemination:** Develop pre-packaged, investor-friendly, and data-driven promotional materials, including sector profiles, investment guides, and policy briefs, to attract quality investments and streamline decision-making for potential investors.

RESPONSIBILITIES AND DUTIES:

- **Organize and manage all activities and coordination efforts for assigned investment projects, ensuring effective execution and alignment with strategic goals.**
 - Keep a record and maintain of timely and accurate information, and prepare a full portfolio for respective Investment areas and Projects.
 - Monitor and track investment projects, focusing on follow-up and conversion of referred investors, generating status updates on all engagements and events planned.
 - Ensure timely updates on key information from One Stop Shops and Aftercare are being tracked, facilitating a seamless investor experience.
 - Compile and send monthly reports on respective projects, providing comprehensive insights and updates to the assigned directorate and project coordination office.
 - Develop a pipeline of potential FDI list and conduct proactive and targeted investment outreach.
 - Identify and attract potential investors through research, targeted outreach, and maintaining a database of prospects. Develop tailored pitches, track engagement, and report on lead conversion.
 - Undertake due diligence of companies identified for potential foreign direct investment.
 - Directly liaise with assigned investors, facilitate, and provide aftercare support to investors throughout the investment lifecycle.
- **Work with different departments of the EIC to facilitate the organizational flow of investment-related information and services.**
 - Provide data, verbatim, and any other content for the development of promotional materials
 - Organize and coordinate investment promotion events.
 - Assist the Commission in organizing public-private dialogue and investment climate improvement programs implementation.
 - Perform ad-hoc other duties as assigned.
- **On-Hand Service:** Provide responsive, real-time support to investors throughout all the investment lifecycle, ensuring their needs are met promptly and effectively. This includes resolving operational issues and offering tailored guidance to enhance their experience.

- **Promote Investment Opportunities for Walk-In Investors:** Provide tailored guidance and detailed information to walk-in investors, helping them explore Ethiopia's investment opportunities and initiate the investment process.
- **Conduct Due Diligence to Identify Foreign Direct Investment:** Assess the credibility, financial stability, and project viability of potential investors to attract high-quality FDI to the country.
- **Host Investors and Provide Investment-Related Data and Information:** Organize visits to special economic zones, deliver accurate and customized information, and showcase Ethiopia's potential to prospective investors.
- **Support Investment Projects as Key Account Manager:** Collaborate with stakeholders, track issues, actively conduct follow-up activities, provide aftercare support, and strategic input to ensure the successful execution of the assigned investment projects.

REQUIRED QUALIFICATIONS:

- Education: Master's Degree in Economics, Management, Business Administration, or related.
- Experience: at least five years of proven experience in an investment and special economic zones promotion or related roles, preferably in the public agencies.
- Keen interest in investment, promotion, and marketing, and should demonstrate knowledge of procedure, market assessment, and facilitation techniques.
- Good understanding of the investment climate in Ethiopia, challenges and opportunities, and reform initiatives undertaken by the government
- Good understanding of Ethiopia's economic policies, laws, and investment system, with a broad perspective on how the entire system operates.
- Professional command of written and spoken English and Amharic.
- Collaborative mindset and a team player.
- Excellent computer skills, analytical, and data gathering skills.
- Strong set of personal values, including integrity, honesty, and a desire to be of service

APPLICATION INSTRUCTIONS

We invite all interested candidates meeting the required qualifications to submit (i) a cover letter and (ii) a CV (maximum 2 pages) via Email: Jobs.vacancy@eic.gov.et

It is mandatory to mention the position title in the subject line of your application email.

Women are highly encouraged to apply.

Only short-listed candidates will be contacted.