

Vacancy Announcement Ethiopian Investment Commission

Position: Young Professional

Contract Duration: 9 months

Duty Station: Addis Ababa

Required Number: 13

Salary & Benefits: Competitive

Application Deadline: 13th of March 2026

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 – Promotion and Research, Investment Operations: Facilitation and Aftercare, and Special Economic Zones.

To further strengthen the institutional implementation capacity and enhance effective implementation of the investment facilitation and aftercare support to the investors, the Ethiopian Investment Commission through the grant received from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH would like to hire Young Professionals willing to be deployed in different departments and contribute to reform initiatives of the Commission.

The Young Professional Development Programme of the EIC has been implemented for the last several years and contributing to the success of the commission. For driving Investment promotion, facilitation, aftercare as well as attraction of FDI's into the country, the Young Professional role is expected to bring a fresh perspective in attracting quality investments, strengthen one-stop shop service delivery, and investment aftercare services while ensuring compliance to social and environmental standards in Ethiopia.

POSITION SUMMARY:

Over the past years, the government of Ethiopia has implemented several reform measures. The liberalization and privatization of 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 policies, 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 EIC in partnership with the GIZ has developed to implement “**Strengthening Investment Policy Reform and Aftercare Initiatives**” of the Ethiopian Investment Commission’s project. The main objectives of the project is to strengthen institutional implementation capacity, policy reform and investment aftercare strategy implementation through enhancing investment promotion, facilitation, aftercare, and policy dialogue with a focus on private sector engagement capacities of the Ethiopian Investment Commission.

The **Young Professionals** will be deployed under the various department 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 innovative approach, prepare sector profile and pitch deck for an investment outreach mission.
- **Investment Facilitation and Aftercare:** Guide investors through out all the process of the investment cycle, from responding to initial inquiries, licensing and registration of companies and to post-establishment operations.
- **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 successful execution of the assigned investment projects.
- **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.
- **Information Preparation and Dissemination:** Develop pre-packaged, investor-friendly and datadriven promotional materials, including sector profiles, investment guides, and policy briefs, to attract quality investments and streamline decision-making for potential investors.
- **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.
- **Promotion and Marketing:** promote the investment potential of the country through different platforms or events. Contribute to preparation of success stories, quarterly newsletter and other activities to better engage and inform the investors in an innovative strategic manner.

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 of timely and accurate information and prepare a full portfolio for respective Investment areas and Projects.
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 - 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 assigned directorate and project coordination office. • **Identify, follow up, and facilitate investment projects as a key account manager.**
 - Develop a pipeline of potential FDI list and conduct proactive and targeted investment outreach.
 - Provide timely and accurate information to investors. ○ 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 investor throughout the investment lifecycle.
 - Host investors and provide them with timely investment-related data and information.
 - Sort and track information on approached investors and interactions made, into the Investor Tracking Tool (ITT) for proper follow-up and conversion. ○ Follow up consistently and track any open issues and information requests made by investors.
- **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.

REQUIRED QUALIFICATIONS:

- Education: Bachelor's Degree in Economics, Management, Business Administration, Law, Information Technology, Psychology, and Architecture, or related.
- Experience: at least one year of proven experience in an investment and special economic zones promotion or related roles, preferably in the public agencies.

- Keen interest in the investment promotion and marketing, and should demonstrate knowledge of market assessment, and promotion techniques.
- Good understanding of the investment climate in Ethiopia; challenges and opportunities and reform initiatives undertaken by 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 or Afaan Oromo language.
- Collaborative mindset and a team player.
- Excellent computer skills, analytical and data gathering skills.
- Strong set of personal values including integrity, honesty, and desire to be of service

APPLICATION INSTRUCTIONS

We invite all interested candidates who meet the required qualifications to submit their application **in person to the Human Resources department**, including (i) a cover letter and (ii) a CV (maximum 2 pages).

Applicants are required to clearly indicate the position title on their application documents.

Women are highly encouraged to apply.

Only shortlisted candidates will be contacted.