Community Liaison Officer
ROSTER

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Phone :
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Job Summary

Vacancy :
Deadline : Oct 26, 2024
Published : Oct 20, 2024
Employment Status : Full Time
Experience : Any
Salary : As per organization salary scale
Gender : Any
Career Level : Any
Qualification :

About CTG:

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilise at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on a number of occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organisations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

Visit www.ctg.org to find out more

Job Description:

UNOPS strategy for Afghanistan is aimed at providing maximum support to the Government and people of Afghanistan though the delivery of projects and services in line with the government's own priorities. The UNOPS Afghanistan Operation Center (AFOC) has been established as an organizational mechanism to deliver a range of projects for which UNOPS has been designated as the implementation agency. At present, UNOPS AFOC is implementing a number of projects in a range of sectors including infrastructure (roads and schools) development, capacity building to various ministries, and environmental protection, among others, on behalf of the Government of Afghanistan and the donor community. The functional objective of UNOPS AFOC is to deliver projects in an efficient and effective manner, to achieve the development outcomes sought by the Government of Afghanistan and the donor community, where capacity building is always considered and encouraged. The aim of UNOPS AFOC is to provide implementation services to the Government of Afghanistan, the donor community and partner agencies in the reconstruction and development of the country. In doing so, UNOPS aims to exceed client expectations in the delivery of quality services throughout the country.

Project Information:

The Infrastructure for Basic Human Needs in Afghanistan (IBA) Project is an initiative aimed at promoting social and economic development at the local level within Herat province, an area significantly affected by a series of earthquakes in October 2023. This project is committed to the construction and rehabilitation of critical community infrastructure, prioritizing aspects such as safety, earthquake resilience, and adherence to the 'building back better' philosophy, all while maintaining respect for the local cultural context. Additionally, the project contemplates employing the "Cash for Work" scheme as a strategic measure to revitalize livelihoods and stimulate economic activity in the region. The project envisages the active participation of a diverse group of stakeholders, relevant to the affected communities.

Job Requirements:

The Community Liaison Officer will support the Project Manager and the team as required in liaising with the local community and authorities to ensure the project can be implemented as per schedule and scope, addressing the day to day concerns of the community, updating on project's progress, project's plans, etc. The responsibilities include but are not limited to:

Planning and Coordination:

• Plan, organize, manage meetings/focus groups for UNOPS with stakeholders and or with any other agencies or person if so requested, including organizing meeting spaces, agendas, methodologies of running the events, preparation of relevant material, post processing of the results of the events such as mapping the results, reporting, sharing with team and follow up activities;
• Facilitate the smooth liaison between coordination entities, working groups, stakeholders from civil society, international and local NGOs, Representatives of the Authorities (and other) involved in the Herat earthquake response by maintaining regular contact and networking;
• Organize and implement activities of collection of information and strategy definition for the implementation of the project. (examples: stakeholders mapping, interviews/focus group with stakeholders, collect best practice examples, contextualized inputs, work with UNOPS team and transfer the acquired knowledge to colleagues, and similar);

Community Engagement and Implementation:

• Maintain detailed and accurate record of meetings including agendas, meeting minutes, follow-up/action points. Details of meeting held or canceled should also be maintained;
• Deliver documents to all the interested parties and similarly receive documents from both external and internal parties;
• Ensure that follow up of document approvals by concerned authorities is done timely and consistently and keep the Project Manager updated as required;
• Ensure that communities at construction/implementation sites are kept abreast of the project developments and communication channels remain open with the communities;
• Respond to community concerns by ensuring that they are brought to the attention of the UNOPS project team and facilitate the process of resolving the issue, and leveraging on opportunities;

Communication and Reporting:

• Report to the Project Manager on a daily and weekly basis on community issues and the project's performance in relation to those issues;
• Keep up with the weekly and daily developments of the project;
• Inform Project Manager when there is issue between the community members and the project staff;
• Forward questions about the project from community leaders and residents to appropriate government authorities and the Project Manager;
• Acting as a focal point for the project on behalf of the Project Manager within UNOPS and and other stakeholders as required by the PM;
• Assist UNOPS in the identification of potential implementation problems and bottlenecks, Perform other duties as may be assigned

Job Requirements:

Education

• Bachelor's Degree in Economic/ Development Studies /Social Science or related field is required ;

B. Work Experience

• A minimum of 2 years of experience in communication and liaison, interpreting/translation-related fields required;
• experience working with local communities in the creation and or execution of humanitarian and development type of projects is required;
• Experience working with national and international organizations that are contributing to the reconstruction and development in Afghanistan is a significant advantage;
• Prior experience with Government Development related bodies, NGOs, INGOs, UN/UNOPS, or similar humanitarian and development actors is a significant advantage;

C. Languages

• Excellent English language writing, editing, and verbal skills.
• Knowledge of Pashto and/or Dari language will be an asset.

D. Key Competencies

• Proven ability to work independently with minimal supervision and direction;
• Capable of working with others in a participatory and capacity building manner;
• Ability to establish and maintain excellent contacts with colleagues, government officials, community representatives and contractors;
• Self-motivated, versatile and adaptable to different cultures and people;
• Ability to multi-task and prioritize work schedules;
• Strong community liaison, mobilization and negotiation skills required;
• Working knowledge of MS Office Applications required;
• Fluent in both oral and written English;
• Good analytical skills; resourcefulness, initiative, maturity of judgment;
• Strong communications skills and ability to work with a team to achieve organizational goals;
• Good negotiation skills, and the ability to bring consensus amongst people.

Submission Guideline:

• Click on the link below and then click on 'Register and Apply' if you are not already registered with CTG.
• Follow the steps to provide your details and register;
• Provide the information marked in red.
• Save your profile and upload copies of your qualification and CV.
• Once your profile is created and saved go to Vacancies tab on the right corner.
• Click on the vacancy that you want to apply for.
• Provide your current employment details, date that you are available from and salary expectations.
• Tick the boxes and click submit.
• You will see your application under the Application tab.
https://app.tayohr.io/jobs/detail/vac-17061-community-liaison-officer-roster-15780
• Vacancy Reference NO. on website: VAC-17061

Note: Due to the high volume of applications received, only short-listed candidates will be contacted. Please ensure that the e-mail address that you will indicate in your application is accurate.

Submission Email:

https://app.tayohr.io/jobs/detail/vac-17061-community-liaison-officer-roster-15780

Education & Experience

A minimum of 2 years of experience in communication and liaison, interpreting/translation-related fields required; • experience working with local communities in the creation and or execution of humanitarian and development type of projects is required; •

Must Have

Bachelor's Degree in Economic/ Development Studies /Social Science or related field is required

Educational Requirements

Compensation & Other Benefits