Community Mobilizer

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Phone :
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Job Summary

Vacancy :
Deadline : Nov 11, 2024
Published : Nov 09, 2024
Employment Status : Full Time
Experience : Any
Salary : As per the organization's salary scale
Gender : Female
Career Level : Any
Qualification :

About Rural Rehabilitation Association for Afghanistan:

Rural Rehabilitation Association for Afghanistan (RRAA) is a non-profit, non-governmental, and non-political NGO established in 1990. The head office of the organization is located in Kabul, Afghanistan, and delivers humanitarian services in the sectors of Livelihood, Good Governance, WASH, and Emergency through its four regional offices in Mazar, Herat, Jalalabad, and the central zone in a decentralized manner.

Job Description:

Roles and Responsibilities:

• Build strong relationships with community members including community leaders in the target provinces.
• Conduct community assessments to understand their needs, challenges, and priorities related to the project components.
• Organize and facilitate community meetings, focus group discussions, and awareness sessions to gather community input and promote participation.
• Act as a liaison between the community and the project technical team, conveying relevant information, concerns, and feedback.
• Conduct community-based awareness sessions on community project overall objectives, goals, and output.
• Conduct field monitoring visits to monitor cash program activities/interventions against Quality Checklists and produce & share weekly reports to the concerned program team as well as the management team based on quality and accountability findings and incorporate inputs from the program team in an agreed action plan
• Highlight promptly if the targeting and distribution practices of the program are not in line with agreed processes and provide support as necessary
• Organize and coordinate training sessions for community members according to the project planning and skill development.
• Collect data and information from beneficiaries, documenting their progress, challenges, and success stories related to the project improvements.
• Prepare and submit timely reports to the project manager, including activity reports, training/event reports, and success stories.
• Collaborate with the Monitoring and Evaluation (M&E) team to provide accurate and up-to-date information for project monitoring and reporting purposes.
• Establish and maintain effective coordination with local authorities, line departments, community leaders, and other relevant stakeholders.
• Participate in relevant meetings, workshops, and events to represent the organization and share project updates and achievements.
• Any other tasks assigned by the line supervisor.

Compliance with policies:

• Compliance with RRAA's staff code of conduct and other safeguarding policies such as (Safety/Security SOPs, AAP, PSEA, ESHS, and HR)
• Make sure all activities under the project are done based on the organization's policies and procedures.

Accountability:

• Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling RRAA values
• Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved.

Coordination:

• Build and maintain effective relationships, with their team, colleagues, Members, and external partners and supporters
• Approachable, good listener, easy to talk to

Representation:

Represent the organization in meetings, workshops, and events related to the assigned project package.

Safeguarding

It is all staff's shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children and adults at risk; and any form of trafficking in persons.

Job Requirements:

1. Bachelor and 14 Grade Passed, Midwife/Nurse, Graduate from MD faculty is desirable,
2. At least two-year relevant project implementation experience in food security and Livelihood programmes with emergency cash distributions within NGOs or similar
3. Familiarity with the local culture and language(s)
4. Strong interpersonal and communication skills
5. Computer literacy such as Ms Office
6. Good knowledge of using the KOBO mobile system
7. Able to work independently as well as part of a team

Flexible, patient, and committed to supporting vulnerable communities

Submission Guideline:

nterested candidates should consider the following:

1. Send their CVs and cover letters no later than November 11, 2024.
2. Please put the announcement number (RRAA-CRO-CM-194-2024) and position title(Community Mobilizer **)** in the subject box of your email.
3. Please do not attach and send your education and work experience documents at this stage.
4. Please send your application from your personal and active email address
5. Please make sure your contact number/s in your CV is updated and working.

Please note that:

1. Only eligible and qualified candidates are encouraged to apply.
2. Late applications will not be considered.

Applications with no clear subject line, as mentioned above, will not be considered.

Submission Email:

vacancy.rraa@gmail.com

Education & Experience

Bachelor and 14 Grade Passed, Midwife/Nurse, Graduate from MD faculty is desirable,

Must Have

Minimum 2 years of working experience with national and international NGOs in Community Mobilizer.

Educational Requirements

Compensation & Other Benefits