

## **Habitat for Humanity Cambodia**

### **Job Description**

<b>Name of Position</b>	Community Organizer
<b>Job Grade/Class</b>	4
<b>Current Holder</b>	Vacant
<b>Based at (Location)</b>	Siem Reap office with extensive travel to project sites
<b>Reports To</b>	WASH Coordinator
<b>Direct Subordinates</b>	N/A
<b>Assets under Control</b>	To be specified

**Core Functions** The Community Organizer (CO) is responsible to coordinate overall field works, community development in assigned project target villages and closely with home-partners, authorities, local NGOs & INGOs, and other relevant stakeholders. The major duties of CO are included the project orientation, WASH promotion, community mobilization and formation such as WUGs, SAGs and SC-WASH, beneficiary family selection; assist WASH Coordinator to conduct project baseline and end line evaluation; monitoring; organize trainings; workshops; develop training tools & materials; develop family profile, meeting coordination at community level, documentation of WASH projects; and facilitate with family to host GV.

#### **Main Tasks**

- 1- Build and strengthen community-based mechanism in partnership with the communities and local authority to help in addressing their concerning related to WASH issues, housing issues and livelihood issues at commune levels.
- 2- Mobilize community people to participate project's activities such as community education; meeting; training; workshops; forum; events;
- 3- Assist WASH Coordinator to conduct project baseline and endline evaluation; monitoring; organize trainings; workshops; develop training tools & materials;
- 4- Formation WUGs, SAGs and SC-WASH, beneficiary families selection;
- 5- Develop family profile for each beneficiary families and file it properly.
- 6- Build closely relationship with community people, authority, local NGOs, INGOs and other relevant stakeholders in the target area;
- 7- Support village action plan; and assist SC-WASH and SAGs group to develop community development planning, and building capacity of WUGs, SAGs and SC-WASH;
- 8- Provide general support for organizing initiatives within project implementation, conduct personal visits, door knocking, and outreach among target communities to develop partners and widen membership base for WASH projects and community development issues; as well as working with leaders to execute all of these steps;
- 9- Prepare and maintain as system documenting and filling of the family profile, communities' information;
- 10- Provide guidance and work to support Local Authority, family selection committees and other partners to plan, enlist and ensure that the

selection process is appropriately in compliant with the HFH Cambodia family selection guidelines;

- 11- Support technical and supervision community saving group (SAGs/SC-WASH Groups) is well function and responses to project's needs
- 12- Assist in hosting local and international volunteers; make sure the proper selected family for each event and other related task as required;
- 13- Prepare monthly; quarterly work monthly and monthly reports
- 14- Work as the liaison person between project staff and community people in disseminating information and related project issues.
- 15- Perform other duties as assigned by supervisor(s).

**Authorities and Authority Limits**

N/A

**Deliverables/ Performance Measurement Indicators**

1. Build and strengthen community-based mechanism in partnership with the communities and local authority to help in addressing their concerning related to WASH issues, housing issues and livelihood issues at commune levels.
2. Mobilize community people to participate project's activities such as community education; meeting; training; workshops; forum; events;
3. Formation WUGs, SAGs and SC-WASH, selection beneficiary families;
4. Selection beneficiary families make family profile, community building ; and build closely coordination with community people authority, local NGOs, INGOs and other relevant stakeholders in the target area;
5. Support village action plan; and assist SC-WASH and SAGs group to develop community development planning, and building capacity of WUGs, SAGs and SC-WASH;
6. Support technical and supervision community saving group (SAGs/SC-WASH Groups) is well function and responses to project's needs
7. Independently manage various community expectation issues;
8. Accurate and thoughtful reports and plan are sent on time.

**Skills/Attribute and Experience**

1. Uphold Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. Bachelor degree on Business Management or Project Development or other related fields;
3. At least two years of working experiences in community development and social works. The previous work experience on community social enterprise management is preferred;
4. Understanding the Participatory Processes (PRA and PLA), Community Organizing, WASH and housing issues;
5. Good interpersonal, communication, and facilitation skill, including good English speaking and writing skills;
6. Computer literate in Ms. Word, Excel, Outlook and Access Database.
7. Ability to work independently, under pressure and after hours as required;
8. Willing to work as a team, honest and trust worthy person;

9. Ability to work well with people from different cultural backgrounds;
10. Must be outgoing and comfortable approaching strangers;
11. Must be able to travel long distance with project motorbike
12. Must possess a valid driving license and be able to travel and stay at the field.

Supervisor (signature/name): \_\_\_\_\_

Date: \_\_\_\_\_

Incumbent (signature/name): \_\_\_\_\_

Date: \_\_\_\_\_