

## **Habitat for Humanity Cambodia Job Description**

**Name of Position**      Community Organizer  
**Job Grade/Class**  
**Current Holder**  
**Based at (Location)**  
**Reports To**              GRACE Project Officer  
**Direct Subordinates**  
**Assets under**            To be specified  
**Control**

**Core Functions**            The role of the Community Organizer post is to facilitate with communities and beneficiaries and to facilitate project activity implementation in order to support program to achieve project goals, objectives and indicators set and working with partnership organizations to assess, review and evaluate target families, and making family profile to be aligned project requirement. In addition, CO assists GRACE Project Officer to organize trainings, workshops, develop IEC training materials and mobilizes community people and beneficiaries to attend project activities.

**Main Tasks**

1. To facilitate between HFHC and NGOs partner for GRACE selecting vulnerable families through online system in assigned community to submit to family selection committee.
2. To facilitate with partners to prepare succession plan, agreement to start living in new house and observe all the family, what will approve situation they living after gaining house intervention from HFHC.
3. To ensure the interview baseline information home partners are done before joining with HFHC project.
4. Play a key important role to facilitate with home partners in the process of water and electric connection.
5. Assist Project Officer to conduct need assessment, market survey for the beneficiaries for being provided the right topics of training.
6. To facilitate the trainings to beneficiaries on family financial management, WASH, small business management, livelihood and collaborate with construction team to provide training on house maintenance to target group.
7. To facilitate the meeting of Family Selection Committee to review and checking the family information and make sure all family information are ready to put online to show committee for review and to program Manager for final approval.
8. To ensure the family profiles and tool online needed completed with well documentation system for keeping families-selection panel and all necessary information relate to each family be accessible and filed properly.
9. Closely facilitate with NGO partners, family selection committees and other partners to plan, enlist and ensure that the selection process is appropriately in compliant with the HFHI-C family

- selection policy and procedures before submitting for final approval by line management.
10. Support to GRACE project Officer and Construction Supervisor to facilitate the house built with hosting local and international volunteers; it is proper selected family for each event and other related task as required.
  11. Prepare monthly, quarterly and annual plan and report and other information as required.
  12. To assist Project Officer to ensure program promotion/orientation toolkit is regularly updated.
  13. To ensure good relationship with local authorities, local and international NGOs working in the same target areas.
  14. Be qualified representative between project or HFHC and community people in disseminating project/HFHC information and address the project related issue and
  15. Perform other duties as assigned by Project Officer or project manager.
  16. Properly make data entry all relevant information of Housing program in a database (Habitat program database System) such as family profile and update, maintain database and ensure that all related information are available when requested.
  17. Make sure that the homeowner's ID codes are coded properly in both system and spreadsheet.

#### Authorities and Authority Limits

#### Deliverables/ Performance Measurement Indicators

1. The family selection plan must be at least 20% higher than the housing construction plan. The selection process must be done before the construction process.
2. Ensure that all documents related families-selection panel and all necessary information relate to each family must be accessible, coded, filed properly.
3. Ensure that the final selected families have gone through appropriate processes and procedures before submitting for recommendation by family selection committee and final approval by program Manager
4. Build and maintain good relationship with authorities, Local Association, international and national NGOs partners and working in the same target areas.

#### Skills/Attribute and Experience

1. Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. University degree, major in Management, Sociology, Rural Development, or other related field.
3. At least two years of comparable community development experience.

4. Knowledge of Project Cycle Management Understanding the Participatory Processes, community development and Community Organizing and housing issues.
5. Good interpersonal, communication, and facilitation skill, including good English speaking and writing skills.
6. Computer literate in Ms. Word and Excel, Spreadsheet 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 be willing to work and stay overnight in the rural area when needed.
13. Must be willing to learn new things for self-development.
14. Driving skill with license.

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

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