

Job Description

Name of Position	Volunteer for Community Organizing
Job Grade/Class	
Current Holder	
Based at (Location)	Battambang Office with highly required travel to all project sites
Reports To	Project Officer
Direct Subordinates	None
Assets under Control	To be specified

Core Functions	The Volunteer for Community Organizing (VCO) is responsible for assistance to Project Officer (PO) and Community Organizer (CO) in implementing the project GRACE. S/He will support to identify the families and monitor all the project activities so that the progress will be well achieved. The position will also build good relationship with all local authorities and home owner who received homes from us to ensure that they will have family development plan and be able to implement the plan.
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Main Tasks	<ol style="list-style-type: none"> 1. To learn about the procedure of Habitat work including its vision, mission, core value and financial procedure. 2. To learn about the community development concept and practical experience through learning by doing. 3. To assist the project officer and community organizer to identify the target families to received home from our project. 4. To conduct home visit to all the home owners before and after received the homes from our project. 5. To assist the project team to conduct the hygiene promotion, home maintenance training, financial literacy, and family development approach to home owners. 6. The conduct regular monitoring to all families after received the house from the project to see changes in terms of livelihood and hygiene practices. 7. To assist the project team to stick the QR code of all houses after house completion. 8. To facilitate with the community in terms of village and cleaning campaign. 9. To assist the project team in monitoring the water station to learn about the progress and lessons learnt to improve next time. 10. To assist the project team in terms of the project reflection workshop and other learning events. 11. To assist the project team to produce meeting minutes if assigned by project team or Area Manager.
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Authorities and Authority Authorized to monitoring all target families

Limits

Deliverables/

Performance

Measurement Indicators

1. HFH Cambodia is committed to providing a safe and healthy work environment on all work sites. Our goal is for ZERO accidents. Mobilizers, home-partners, and volunteers are understood the Construction Safety guide.
2. Build good relationship all stakeholders from planning, preparation, actual construction and post construction.
3. On time submission of PRF and Payment to constructors.
4. Provide feedback and issues to CS on time once there is issues identified in the community related to construction.
5. Accurate and thoughtful reports are sent on time.

Skills, Attribute and Experience

1. Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. At least year 3 at university majored in community development or related field
3. Previous work experience in community development and social work is an advantage.
4. Good Communication and Facilitation skills.
5. Ability to write and communicate in English.
6. Ability to work independently, under pressure and after hours as required.
7. Proficient in Word, Excel, Outlook and the Internet.
8. Willing to work as a team, honest and trust worthy person.
9. Willing to work in rural and remote area by using HFHC motor.
10. Willing to learn and update from time to time.

Supervisor (signature/name):

Date: _____

Incumbent (signature/name): Date: _____