



50-H-3
 Approved
 Inspector
 14/03/2023
 M/S

MINISTRY OF LABOUR
 REPUBLIC OF SOUTH SUDAN, JUBA
 Labour
 14 MAR 2023

Administration & HR
 HR-N2
 Version 01/2022

JOB DESCRIPTION

Position	Community Mobilization Officer	Starting Date	10/4/2023
Reference of the offer	Vacant position	Publication Date	14/3/2023
Location	Juba Peri IDP Site	Type of contract	Fix Term Contract
Duration	3 Months	Security Level	Cf Sop

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer-term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, and 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Context of the position and key challenges

JOB PURPOSE

The Community mobilization officer (CMO), under the direct management and supervision of the Project Coordinator, works within the Juba Peri IDP sites where ACTED operates as a camp management agency. The CMO will be the main focal point for the Community Mobilization team in Juba Peri IDP Site. S/He will facilitate communication and contribute to building strong relationships between ACTED and the population of the site.

The Community Mobilization Officer will work under the direct supervision of the Project Coordinator to ensure the quality and effective implementation of community mobilization activities in the Peri-IDP Site by all stakeholders and the local authorities.

Additionally, the community mobilization officer will oversee awareness-raising campaigns and related activities including key information on available services in the targeted areas and CCCM key messages to the community. Further, the Community Mobilization officer's key responsibility will be to actively promote the participation and inclusion of men, women, girls, and boys in improving engagement in the Peri IDP Site activities, initiatives, and efforts. It includes actively encouraging the participation and engagement of the host community, local authority community, and minority members in the camp.

The community mobilization Officer will also take lead on implementing activities with a particular focus on strengthening the capacity of the host communities and IDPs to coordinate the needs to rebuild their livelihoods and strengthen community resilience. This will include the selection of peace ambassadors from inside and outside the camp as well as training them.

CHAIN OF COMMAND Under the authority of: - Project Coordinator	WORKING RELATIONS Internal Relations: - Flat team - AMEU Department - Program teams
---	---



HR-N2



ACTED



Administration & HR
HR-N2
Version 01/2022

Responsible for:

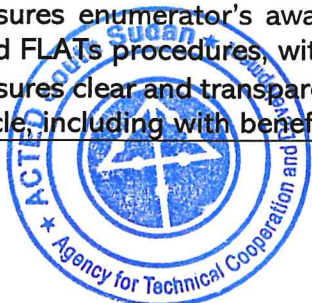
- Community mobilization

External Relations:

- Other services providers
- Relevant national and local stakeholders
- Community leaders and the IDPs

Key roles and responsibilities

- Develop an overall project implementation work plan with support from the Project Coordinator
- Follow up on the work plans and day-to-day activities.
- Participate in designing of BOQ.
- Hold sensitization meetings with various levels of leadership, including women and youth, community leaders, and local authorities.
- Engage stakeholders and shape the communication and community engagement approach adopted by ACTED.
- The community mobilization Officer will be more involved in risk mapping and risk mitigation planning.
- Engage with formal and informal local governance structures in the peri-IDPs site, including RRC and State leadership.
- Identification and training of mediators or “peace ambassadors” to respond to arising issues at a community level.
- Support provision of in-kind support to local governance structures and community-level bodies to strengthen the capacity to engage.
- To support Joint community events to support cohesion, such as peace events, joint religious or cultural celebrations, or youth engagement events.
- Conduct community mobilization according to schedule and priorities determined by the Project Coordinator
- Organize/Facilitate various site activities with different population groups (Youth, Women, etc.)
- Conduct training and capacity building for peace ambassadors and the local community.
- Timely reporting of any risk of evictions identified daily activities to the line manager.
- Organize outreach activities for information gathering and sharing with the line manager.
- Forecasts monthly cash requirements of the activities and submits to Finance.
- Coordinates with Finance for cash deliveries related to project payments.
- Plans team movements based on available fleet and applicable policies (including Security SOPs)
- Training of Outreach workers to conduct the mobilization.
- Participates in the recruitment of Outreach workers (Tor's, drafting and reviewing tests, conducting interviews, etc.)
- Manages the Outreach workers in cooperation with the Project Coordinator
- Ensures a positive working environment and good team dynamics.
- Ensures project records and documents (FLATs files, beneficiary lists, attendance sheets, etc) are adequately prepared, compiled, and filed according to ACTED procedures.
- Ensures enumerator's awareness and respect of ACTED's code of conduct, related policies, and FLATs procedures, with the support of the DAC and PC
- Ensures clear and transparent communication with project stakeholders throughout the project cycle, including with beneficiaries, community leaders, local authorities.



HR-N2

- Maintains a positive and constructive relationship with key project stakeholders, including local authorities, beneficiaries, and community leaders, etc.
- Represents ACTED at external meetings/fora in the area as requested by the PC.
- Lead in the development of tools, guidelines, and frameworks for program implementation and administration, and conduct training on them as necessary.
- Support the collection of reports from the Outreach workers, collating, drafting, editing, and submitting to the Project Coordinator for review and final submission to AC as necessary.

Required qualifications and technical expertise

- University degree in the relevant field, including social works, development studies, protection or related social science.
- Minimum of three years of prior professional experience in a similar post.
- Strong organizational and communication skills.
- Proven ability to develop and implement training with local communities and local authorities.
- Fluency in written and spoken English; spoken Arabic and Nuer is an advantage.
- Experience in community services, women empowerment, youth activities, protection, and HLP.
- Excellent interpersonal and team-playing skills.
- Ability to work well and punctually under pressure.
- Commitment to humanitarian principles and values

Conditions

Key Performance Indicators

- # of FGDs and KIs conducted
- # of training conducted
- # of reports submitted
- # of community meetings facilitated

How to apply

Applications must be submitted in English, attached with a CV, Cover letter, and Three References. Interested and qualified applicant can apply by submitting their application letters in sealed envelopes to ACTED Office Or sending them via email to equatoria.admin@acted.org; equatoriaadminassistant@acted.org Copying zamora.omony@acted.org The deadline is 31-03-2023. Female candidates are highly encouraged to apply.

