

## Plan in Vietnam Job Description

<b>Job Title:</b> <b>Community Development Facilitator</b>	<b>Job grade:</b> <b>C1</b>
<b>Reports to:</b> <b>Program Unit Manager</b>	<b>Working Location:</b> <b>Program Unit</b>
<b>Unit/ Department:</b> <b>Program Unit</b>	<b>Effective date:</b>
<b>Staff directly supervised (position):</b> <b>No</b>	

### **Purpose:**

- Support and implement community development activities in the designated area.

### **Job Responsibilities:**

#### **Implementation of community development activities in the designated area**

- Facilitate community consultation for needs assessment to develop community development plan and annual budget
- Facilitate the Core Group and Project Implementation Committees to implement all assigned projects
- Be accountable for spending and implementation of projects in the communes
- Assist the community in project planning, implementing, monitoring and evaluation
- Field trip to monitor activities
- Support communities participation (children and women)
- Manage sponsored child to understand their real needs for the proper responses and help the PU be accountable for their operation in the assigned area as well as promote the integration of sponsorship and programs
- Regularly report on progress / results of program/project in assigned communes
- Be acting as point person in one certain area/theme for the development specifically defined by PUM

#### **Capacity building for partners and communities**

- Facilitate to establish core groups and project implementation committees
- Establish and build capacity for community volunteer, sponsored children/families to support enrollment program for sponsored children.
- Capacity building for local partners in Child Centered Community Development
- Provide community managed project (CMP) training for partners
- Disseminate / document best practices/lessons learnt from other Program Units/ INGOs/ organizations to partners, stakeholders

#### **Networking**

- Build linkages with Government development agencies, social organizations, NGOs, international donors in the area for knowledge sharing and lesson learnt.

### **Qualifications:**

- University graduate in related fields

### **Experience:**

- At least 2 years professional experience in related fields.
- Experience with INGO is an advantage.

**Knowledge and skills:**

- Working knowledge of community development projects, right-based approach and grass root participation,
- Skills to build and maintain partnership at all levels, capacity building for partners,
- Well developed skills in facilitation, communication, organization, and interpersonal relationships,
- Ability to work independently or as part of a team,
- A pro-active, self-motivated, quality-driven personality,
- Fair in using English, both written and verbal,
- Willingness to travel to project sites,
- Computer literate with common Office packages.

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

**LINE MANAGER**

Name:

Signature:

Date:

I have read the Job Description and discussed the contents and agreed with my line manager.

**JOB HOLDER**

Name:

Signature:

Date: