

**VACANCY- ANNOUNCEMENT**

Department: **Programme**  
Position: **Community Mobilizer**  
No of Post: **1**  
Expected Start Date: **as soon as possible**  
Location: **Sittwe**  
Vacancy Posting Date: **9 May 2024**  
Vacancy Closing Date: **20 May 2024**

**Background on acted**

Founded in 1993, Acted is an independent international, private, non-partisan and non-profit organization that operates according to principles of strict neutrality, political and religious impartiality, and non-discrimination. Based in Paris, France, acted now operates in 38 countries worldwide, with 400 international and 6000 national staffs. acted has a 280 million budget for about 450 projects per year.

As the second largest French NGO, 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 undertakes programs that target the most vulnerable amongst those populations that have suffered from conflict, natural disaster, or socio-economic hardship. Acted's approach also looks beyond the immediate emergency towards opportunities for longer term reconstruction and sustainable development. For more information, please visit our website at <https://www.acted.org/en/countries/myanmar/>

Acted is currently looking for 1 person to fill the position of **Community Mobilizer:**

**PROJECT DESCRIPTION AND JOB PURPOSE**

Under the direct supervision of the Project Officer & Project Coordinator, for the project, "Enhanced socioeconomic resilience of vulnerable communities in Rakhine" the Community Mobilizer will be responsible for working at community level to mainly support the project activity supervision and achievement. The Community Mobilizer will primarily be field based and will work closely with beneficiaries and key community members to follow-up and monitor the project progress. He/she will have the duty to supervise Business Development and Entrepreneurship (BDE) and social cohesion, Community-based infrastructure projects and On & Off Farm Livelihood support activities planned in his/her area location.

The Community Mobilizer will also be involved in protection assessment, needs assessments, focus group discussions, awareness raising and information activities at the community level.

**OBJECTIVES**

The Community Mobiliser will be responsible for supporting the overall project oversight and good governance, requiring coordination with local implementing partners. He/she will be responsible for timely deliverables across the area location and will communicate regularly with the project team on project progress and developments that have a direct impact on implementation.

**DUTIES AND RESPONSIBILITIES****Project Implementation****1. Project Implementation Follow-up**

- a) Maintain a good working relationship with key community stakeholders each village or target location and which includes: village leaders and Elders, religious leader, teachers or any relevant person. Keep brief profiles of them with contact information including telephones.

- b) Work under the supervision of Project Officer to implement the activities with partners particularly in community-based projects including livelihood activities
- c) Follow up Business Development and Entrepreneurship activities and provide necessary support and evaluation for project implementation.
- d) Regularly visit to each village and Camp sites in target areas at least once a week to meet Key Community stakeholders, trainees and farmers to support and oversee project activities.
- e) Facilitate in formation of village committees, and introduction of project activities in targeted locations
- f) Participate to data collection when an assessment or a selection must to be done.
- g) Organize awareness sessions and information sharing with the community on project activities, objectives, and methodology as well as any relevant topic of awareness raising that would be included as part of the project implementation.
- h) Follow-up on work plans and monitor the activity progress at the area level and share information on any potential challenges encountered to the project officer and project coordinator.
- i) Anticipate and mitigate risks and issues, and trouble-shoot any unforeseen challenges during the projects' implementation.
- j) Support Project Officer to coordinate and manage changes in projects' implementation, in particular identifying change needs to occur.
- k) Conduct protection assessment, needs assessments, focus group discussions at the area level and ensure the proper reporting of the information collected.
- l) Prepare and assist report for activity, assessment, survey, field trip to Project officer.

## **2. Documenting and Compliance**

- a) Ensure projects' records and documents, in particular documents that proof completion of activities (beneficiary list, donation certificates, attendance sheets, etc.) are adequately prepared, compiled and filed according to Acted procedures and donor specific procedures.
- b) Ensure project implementation is in line with donors' and Acted's procedures.

## **3. Beneficiary Engagement and Accountability**

- a) Ensure the proper adherence to Acted's Code of Conduct and treat all beneficiaries with respect and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion, or disability.
- b) Ensure that Acted's Complaints and Response Mechanism is communicated to target communities and solve complaints related to the projects in coordination with the AMEU.

## **4. Partner Management**

- a) Support project implementing partners in area of intervention and contribute to timely and qualitative implementation of activities by partners in line with Acted and donor requirements.

## **5. Security**

- a) Ensure projects' stakeholders have a good image of Acted thus increasing the acceptance of Acted's presence and activities in the project implementation area;
- b) When necessary, negotiate access with local stakeholders.

## **6. Logistics**

- a) Participate in the procurement planning processes, launch procurements required for the project in a timely manner, and follow procurements closely in collaboration with project officer and logistic focal point.

### **Personal Specifications**

- Preferable university Graduate or related degree in development or management field.
- Local resident and not employed by others or with other major social responsibilities.
- Ability to work with people, community leaders and minorities community.
- Ability to move within the area locations.
- Have social mobilization and leadership skills.
- Have training and supervisory skills.
- At least 1-2 years related experience in livelihood with INGOs or NGOs is preferred.
- Be flexible, pro-active, self-motivated, and able to organise work independently as well as be willing to work within a team.
- Flexible, reliable and trustworthy.
- A Local based on related township is preferred.

### **Submission of application:**

Applications shall be in English and include: i) a resume of not more than 3 pages; ii) a cover letter expressing the motivation to work for this specific position; iii) a copy of the university degree; and iv) contact details of 3 references should be submitted to –

Email : [recruitment.myanmar@acted.org](mailto:recruitment.myanmar@acted.org)

Applications should be title “**Community Mobilizers- Sittwe**” and be submitted no later than **20 May 2024 (by 5:00 pm)**.

Only shortlisted candidates will be contacted.

As this position is very urgent needed, we may select the right person before the end of closing date.