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| **TITLE:** Community Mobilizers-CVA |
| **TEAM / PROGRAMME:** **Program Operations / ECHO Cash** | **LOCATION:** Akobo East (x2) |
| **GRADE**: 6 | **CONTRACT LENGTH: 9 months** |
| **CHILD SAFEGUARDING: (select only one)**Level 3:  the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The Community mobiliser and Monitor will be responsible for the overall management and successful implementation of the project ECHO Cash project in Akobo East, Akobo West (Walgak) with primary role of Enrolment, registration, arranging and distributing cash for beneficiaries. She/he records and keeps all the necessary documents on the operations executed.The Community Mobilizer will build relationships between SCI and the community. He/she will be responsible to monitor Nutrition, Protection and Gender programmes including psychosocial activities, and support the establishment of Community based Child Protection Mechanisms, build their capacity on child protection, identification and referral of child protection concern through the existing referral pathway including ongoing support. The incumbent of this position represents Save the Children values and principles in interactions with staff and external audiences. These values and principles include commitment to the mission of Save the Children International, team orientation, quality management and leadership development, introducing systems and procedures to strengthen staff motivation and productivity.  |
| **SCOPE OF ROLE:** **Reports to**: ECHO CASH Consortium Manager**Staff directly reporting to this post:** None **Budget Responsibilities:** None**Role Dimensions*** **Internal:** All Staff and all Managers in Save the Children, Field Programme level, field manager; Operations Manager, Finance, MEAL Coordinator, Data Management officers Logistics and HR in Akobo East and Akobo West and Bor office
* **External:** County/Payam/Boma government authorities and experts, Local and International NGOs and UN Agencies specifically SCI Akobo East location
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| **KEY AREAS OF ACCOUNTABILITY:** **Responsibility #1: Targeting:*** Facilitate establishment of AAPs committee, monitors the procedures involved in the selection, verification and registration of the program beneficiaries and develop systems jointly with relevant program partners and staff to ensure accurate, accountable and consistent targeting process of the program beneficiaries;
* In conjunction with SCI team and local authorities, establish/strengthens beneficiary targeting and verification committees or local structures in line with the consortium harmonized targeting guidelines and the requirements
* Prepare Master List of beneficiaries who are targeted for all programme activities;

**Responsibility #2: Community Mobilization:*** Lead in community mobilization strategy development and mobilize of the target community participating in the different program activities;
* Sensitize and create awareness to local community and community leaders about the program both MPCA and complementary interventions;
* Mobilizes the community leaders, beneficiaries and like-minded NGO in the target payams about the MPCA distribution process, modality, distribution mechanism, target groups, entitlement and duration.
* Promotes Gender discussions to ensure target HHs MPCA spending decision making is shared between the household members
* Promotes active child safeguarding activities in all the nutrition sites.

**Responsibility # 3: Cash Distribution practices:*** Work closely with beneficiary representatives, AAPs, Boma leaders to ensure proper distribution practices in line with the donor and organizational standards and in line with the program requirements
* Collect Monthly JMMI tools and share with JMMI in line with the guidance.
* Highlight in a timely manner if the targeting and distribution practices of the program are not in accordance with agreed processes and provide support as necessary;
* To support Baseline, PDM assessment in your respective counties.
* Conduct field monitoring visits to monitoring cash program activities / interventions against Quality Benchmarks/Quality Checklists and produce & share weekly reports to concerned program team as well as management team based on quality and accountability findings and incorporate inputs from program team in an agreed action plan.
* Ensure proper cash Data tracking in all the nutrition and protection sites.

**Job Responsibility #4: Record Keeping and Reporting:*** Submits all the necessary documents (payment sheets/beneficiary lists, authorization distribution memo etc.) to Warehouse Officer after the completion of the distribution;
* Records and keeps all the necessary documents (Tally sheets, empty container handing and taking over confirmation documents);
* Prepares periodic/weekly cash distribution status to immediate supervisor;
* Reports on the reconciliation of Cash distribution with Financial Service Providers (FSP)
* Provide monthly reporting tools to MEAL team through the Output tracker (OT) and Indicator Performance Tracking Table (IPTT).
* Validate data and information reported in IPTTs/OTs/narrative reports to ensure accuracy

**Responsibility #5: Capacity Support and Supervision of ECHO Activities:*** To be fully acquainted with the targeting approach, Cash implementation modality and other related issues and inform and support partners in these regulations and processes
* To identify lessons learned from the day-to-day activities and prepare them for communication, dissemination and documentation purpose;
* Monitor the redistribution of the cash items after the first distribution;
* Review beneficiary attendance and prepare payment distribution sheets;
* Produce accurate and timely Cash programs’ progress, beneficiary and other related reports;
* To represent SCI in workshops, trainings and meetings organized at Payam/Boma levels, as required;

**Responsibility #6: *Perform other duties as assigned.**** Performs other incidental duties as assigned by the project manager

NB. ***This post focuses on emergency/humanitarian programming, but will be expected to contribute to SCI’s dual mandate and support as needed in both emergencies and development settings.*** |
| **BEHAVIOURS (Values in Practice**) **Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * Minimum of College Diploma/Certificate in social science, agriculture and other related fields;
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| **EXPERIENCE AND SKILLS*** At least two-year relevant project implementation experience in food security and Livelihood programme with emergency cash distributions within NGOs or similar.
* Skills and experience in participatory methodologies and SCI approaches;
* Knowledge of the local language and communication skills.
* Substantial experience in coordinating, mobilizing community, planning, implementation, supervision, monitoring and reporting
* Cultural and gender sensitivity
* Strong interpersonal skills and an ability to mentor staff
* Proven ability to manage a complex and demanding workload
* Commitment to SCI mission to assist people on the basis of need, not creed, race or nationality; applies agency plan in day-to-day work life, especially relationships;
* Willingness and ability to travel to all project areas, within approved security frameworks
* Work experience in diverse international NGOs is an asset.
* Excellent Report Writing and English proficiency skills.
* Demonstrated application of micro soft Office: Ms Word, Excel and Power Point.

**Desirable*** Knowledge of the area, socio-culture and local language where the post is located as an added advantage
* Practical experiences in the use of specific food/cash distribution and monitoring tools
* Trained on CVA
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD Updated by: Said Muhumed Dolow** | **Date: 4th April 2023** |
| **JD agreed by:**  | **Date:** |
| **Updated By:**  | **Date:** |
| **Evaluated:** | **Date:** |