



VACANCY NOTICE

POSITION: COMMUNITY DEVELOPMENT & DISASTER RESILIENCE MANAGER
APPLICATIONS CLOSE: August 21, 2019

Request to be sent to:
 The National Director
 c/o Ms Pandohie
 Habitat for Humanity Trinidad and Tobago
 Chootoo Road and El Socorro Extension
 San Juan
 Telephone Number: 868-674-2031
Email address: vacancy@habitat-tt.org

JOB TITLE: COMMUNITY DEVELOPMENT & DISASTER RESILIENCE MANAGER
ORGANIZATION (NGO): Habitat for Humanity Trinidad and Tobago
REPORTING MANAGER: The National Director & liaising with the DRR HFHI/LAC Manager
EMPLOYMENT PERIOD: Full time employment with an initial six (6) month probationary period
JOB SUMMARY: To be responsible for the overall development, implementation and monitoring of community programmes of the organization.
CANDIDATE'S PROFILE – Knowledge, Skills and Experience Required Education background: <ul style="list-style-type: none"> • Degree in Social Science or any other relevant degree Professional experience: <ul style="list-style-type: none"> • Minimum 5 years' managerial experience in community mobilization and community developmental projects • Supervisory experience • Counselling would be an asset Soft skills <ul style="list-style-type: none"> • Great communicator, leadership skills, interpersonal skills • Analytical and critical thinker
JOB RESPONSIBILITIES AND TASKS Representing Habitat <ul style="list-style-type: none"> • To promote the principles and values of Habitat for Humanity. • To sit on relevant committees (internal and external to the organization). • To be available to make presentations and/or attend external meetings. Program management <ul style="list-style-type: none"> • To be responsible for the overall execution of all community programmes, this includes development programs and resilience related ones (disaster risk reduction and response).

- To ensure the community input is given to the construction planning and organization of projects.
- To ensure that workshops and/or training activities family training, community assessment and outreach programmes are properly developed, organized, executed, monitored and reported using donor and organization specifications.

Internal coordination

- To coordinate inter-linkages between and among staff within the community department as well as the other departments.

Community development

- To provide technical advice on issues related to community mobilization.
- Organize, assist and facilitate the events that will take place in the community, such as community meetings, trainings, clinics, development of materials, and outreach activities.
- To assist in carrying out social assessments/surveys (i.e. baselines, enumeration exercise, evaluation exercises, etc.)
- To promote gender & diversity equality, democratic and inclusive decision-making.

Reporting and Meetings

- To prepare weekly brief, written monthly and quarterly reports.
- To attend weekly senior staff meeting and other departmental meetings.

Community Liaison

- Map existing key community actors: formal and informal leaders, most vulnerable groups, women groups, etc.
- Promotes projects within the target communities (especially explain goals, objectives expected results, and analyze community expectations, incentives and sensitivity levels to participate
- Build and maintain relationship of trust and respect with households and individuals in close liaison with local authorities, religious organizations and other power structures in the communities.

Staff management

- To ensure that job plans are prepared and reviewed for each staff in the department
- To make assessments and recommendations on staff performance for the community department

Other

- Any other related duty, which many be assigned from time to time.