

Community Development Facilitator

JOB DESCRIPTION	
Job Title:	Community Development Facilitator – Maternity Cover
Company:	Self Help Africa
Department:	Programmes
Location:	Habru
Contract Type:	Fixed-term contract (Four Months)
Hours:	Full time 37.5 hours per week Monday - Friday
Reports to:	Project officer
Salary:	As per SHA scale
About Self Help Africa and the Project:	Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life. Our current five-year organisation strategy, defines our mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, decent employment and incomes, while sustaining natural resources. Our three core values are: ▪ Impact: We are accountable, ambitious and committed to systemic change. ▪ Innovation: We are agile, creative and enterprising in an ever-changing World. ▪ Community: We are inclusive, honest and have integrity in our relationships.
Job Purpose:	The Community Development facilitator is responsible for the overall implementation of <i>“Provide an integrated package of climate-adaptive livelihood support, anticipatory action and climate services for at-risk communities, particularly small-scale producers, other value chain actors, women and young people in Amhara region”</i> project activities at community level. Specifically, she/he forms the link between the project field team and the communities and local government representatives and engages in community/institutional capacity building activities. The incumbent provides overall technical, organizational support and plays facilitation role in communities. She/he supports people’s empowerment, collective action, social cohesion and inclusion as well as gender equity. Establishes/strengthens VESAs; demonstration sites/fields at farmer and/or FTC level; ensure cascading of training; support the disaster risk reduction, saving and IGA activities; and maintains close working relationship with communities and community organizations. The Community Development Facilitator shall be responsible for the day-to-day implementation of project activities in her/his assigned area. S/he will provide technical support to VESA facilitators and community; mobilize and sensitize communities; and liaise with all relevant stakeholders.

Key Responsibilities:	Specific duties include, but are not limited to: In collaboration with the project officer, • Prepare weekly, monthly, and quarterly activity work plans for assigned implementation areas and ensure that VFs follow similar operational-level planning. • In close coordination with the project officer, facilitate the implementation of all project activities, mentor and supervise VESA Facilitators (VF): provide technical support for VF, and monitor the project field-level activities under his/her assigned woreda. (Plan, implement, monitor and evaluate project activities at community level). • Liaise with local/kebele level organisations and community-based organizations (CBOs) such as VESA and RuSACCOs. • Facilitate and support the establishment/strengthening of local-level CBOs (Primary RuSACCOs). • Manage the day-to-day activities in the assigned woreda and kebeles. • Ensure all the all-project components and cross-cutting activities are effectively undertaken in close collaboration with major project partners and stakeholders in the assigned project woreda. • Organise, participate in and support trainings, community-based dialogue sessions, resource and beneficiary assessments, and other capacity-building activities, as and when required in the assigned project woreda. • Facilitate, organize, and plan Community Engagement and Mobilization in collaboration with Project Officer, government partners, VF, and Kebele administration in the assigned project woreda. • Organizing and mobilizing smallholder farmers/ village communities in collaboration with relevant government line department staff at kebele level. • Facilitate establishment, strengthening, and operationalization of Village economic and Social Associations (VESAs) and Rural Savings and Credit Cooperatives (RuSACCOs) to enhance community access to financial services in the assigned project woreda. • Provide comprehensive training and technical guidance to VESA group members and management committees on financial management, governance structures, record-keeping, savings mobilization, and responsible loan provision in the assigned project woreda. • Promote access to formal financial systems, including bank accounts, microloans, insurance products, and other financial tools, ensuring communities understand and trust these services in the assigned project woreda. • Monitor and evaluate the performance of VESAs and RuSACCOs, providing ongoing coaching and mentoring to improve operational sustainability, accountability, and active member participation in the assigned project woreda. • Support the formulation, development, growth, and scaling of IGAs, including helping beneficiaries access start-up capital or financial products through VESAs, RuSACCOs, or other institutions in the assigned project woreda. • Regularly monitor and evaluate the performance of IGAs, identifying challenges, bottlenecks, and opportunities for growth, and recommending strategies to improve profitability, efficiency, and sustainability in the assigned project woreda. • Support capacity building of stakeholders and beneficiaries on financial literacy, VESA methodology, IGA, business skill, market access trainings tailored to their need in the assigned project woreda.
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	• Maintain accurate, up-to-date records on VESAs, RuSACCOs, IGAs, and market linkage activities to track progress, measure impact, and identify areas for improvement in the assigned project woreda. • Technically support activities related to market linkage and value chain in the assigned project woreda. • Support and actively participate in project Assessments & Studies as well as beneficiary data collection and verification in the assigned project woreda. • Facilitate different community level trainings, and experience sharing visits • Take part in beneficiary selection processes, including to facilitating and ensuring the inclusion more vulnerable groups such as people with disabilities, female headed households and women in the assigned project woreda. • Organize training for VFs and beneficiaries to build core skills in livelihood concepts, food security, and resilience building in the assigned project woreda. • Actively participate and support the data Collection & baseline Study conducted by WFP and SHA in the assigned project woreda. • Ensure that sex-disaggregated beneficiary data is collected and submitted to the Cluster Coordinator and provide the required information to produce a progress report in accordance with the reporting template and within their reporting schedule. • Facilitate timely distribution of agricultural inputs to the targeted beneficiaries • Collect pertinent data from all project intervention areas requested by the Project team and country office • Participate in stakeholder meetings and networks at district and village levels. • Make regular visits and consultations to project beneficiaries and ensure delivery of project inputs on a timely basis. • Facilitate, support, and Promote Gender and Disability Inclusion, PSEAH and nutrition education activities in the assigned project woreda. • Ensure the Project Officer and Cluster Coordinator are kept informed about project progress (weekly plan and achievements). • Assist and participate in monitoring and evaluation activities as required in the assigned project woreda. • Prepare weekly, monthly, and quarterly project performance reports. (Contribute to timely, high-quality reports for internal, stakeholders, donors, and partners, documenting achievements, challenges, lessons learned, and recommendations for scaling successful interventions.) • Assist in timely and accurate documentation, publication and dissemination of the business development and financial literacy activities. This includes success stories, lessons learned, etc. • Perform other duties as requested by the immediate supervisor
Key Relationships:	Internal • Project officer (Line Manager) • Cluster Coordinator • Project Manager • Project Team, • SHA Ethiopia Country Office External

	• Project Donor • Local Government Authorities, • Financial Institutions, • Other International and Local NGOs, • Private Sector Organisations, • Business Advisors and Mentors.
Qualifications/Knowledge and Experience	Essential: • BSc/BA degree in Agriculture, Rural Development, Development studies, Economics, Food Security, Disaster Risk Management, Agricultural Economics, Agribusiness Management, cooperative development, Sociology, or other related fields • At least three years relevant working experience in livelihood, food security, resilience building, climate change adaptation, natural resource management, community mobilization or other relevant fields • Plans and prioritizes work activities to meet organizational goals • Good inter-personal and communication skills • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability • Treats all people fairly without favoritism • Creativity and innovation for coordination and management activities • Capacity and maturity to establish and maintain links with government officials, smallholder farmers and private sector • Excellent organizational skills and ability to handle multiple tasks effectively • Ability to organise and manage events like farmers' field days, trainings, and workshops • Computer literacy, particularly in MS Word and MS Excel • Sense of confidentiality • Ability to work independently in a timely and organized manner. • Motorbike license Desirables: • Demonstrate capacity to plan, prioritize and deliver tasks on time to meet goals in a high-pressure environment. • Proven ability to work in multidisciplinary and multi-stakeholder working environments. • Experience working in an NGO setting. • Ability to work and act under pressure;

Self Help Africa is an international development charity and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the **Code of Conduct** and **Child and Adult Safeguarding Policy**, inside and outside of work hours. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa may include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms her/his understanding of these recruitment procedures.