

Ref: UN-HABITAT/VA/2019/008

Issued on: 12 March 2019

## TERMS OF REFERENCE

Job Title	Community Mobilizer
Location	Sittwe (Rakhine State)
Duration	12 months
Starting date	1 May 2019
Type of Contract	LICA (National)
No. of Position	4

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

## DUTIES AND RESPONSIBILITIES

Within the framework of UN-Habitat's work programme, policies and procedures, the **Community Mobilizer** will work under the direct supervision of National Programme Coordinator supported by the Senior Community Mobilizer, and over all guidance of Country Programme Manager. The Senior Community Mobilizer will be responsible for the following tasks:

- Assist the Senior Community Mobilizer to represent the project at the community level: as such, s/he will serve as an important conduit for communication between the programme and the communities, and will provide on-going feedback, from the communities to the programme to assist planning and problem solving
- Assist to coordinate with the communities in determining mutually convenient times and venues, as well as suitable participants, for programme related meetings and activities
- Assist the communities to undertake the community needs analysis and to prepare village development plans
- Assist the communities in organizing the Village Recovery Committees (VRCs)
- Assist in mobilizing communities and VRCs to participate in programme activities by motivating, educating and consulting with the community members
- Work closely with VRC/village volunteers nominated by the community to facilitate the smooth transfer of knowledge, skills and responsibilities to beneficiaries
- Assist to facilitate programme activities as required at the village level in accordance with township work plans and in ways consistent with the project strategies
- Assist with data gathering for planning purposes and for participatory monitoring and evaluation

## QUALIFICATIONS AND EXPERIENCE

- Secondary level education
- Formal technical qualifications are not essential but practical experience and skills in community-driven projects would be an advantage (at least one year of working experience)
- Preferably from the programme target townships; rural background would be an advantage; women are highly encouraged to apply
- Essential attributes will be: respect for the local communities and willingness and ability to work as part of dynamic programme team
- Familiarity with community-driven recovery/development approach

## Competencies

- Excellent interpersonal and communication skills; basic English is desired
- Good team spirit and respect for diversity

## SUBMISSION OF APPLICATIONS

The application comprises a one-page cover letter explaining the applicant's interest and suitability for the post and a CV with a Passport Photograph, updated United Nations Personal History Form (P 11) and copy of certificates and eventually letters of recommendation.

Interested candidates (**Myanmar Nationals**) should submit their application in writing, clearly indicating on the sealed envelope the Post Title and Duty Station, to UN-Habitat, Office No. 8C, Saw Mahar Street (off Bogyoke Museum Rd), Bahan Township, Yangon or by email with Subject: "Post Title and Duty Station" to: Email: [recruitment@unhabitat.org.mm](mailto:recruitment@unhabitat.org.mm) Cc to: [recruitment.unhabitat@gmail.com](mailto:recruitment.unhabitat@gmail.com)

Please note that applications received after the closing date **26 March 2019** will not be given consideration for this cycle but will be kept in the roster. Only shortlisted candidate whose application responds to the above criteria will be contacted for interview.

UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Please download P11 Form from:

[http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal\\_History\\_P11.doc](http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal_History_P11.doc)