

## Bandos Komar Association

### JOB DESCRIPTION

**Position Title:** Field Officer (FO)

**Grade:** 4

**Location:** Siem Reap Province Based in Srey Snam District **Department:** Program

**Report To:** Provincial Program Manager (PPM)

#### **PURPOSE OF POSITION**

- To assist the Provincial Program Manager to manage, collaboration, and implement / follow up / monitor of programs / projects, through the use of participatory approach/processes in his/her assigned sites, and to ensure all project activities run smoothly, and high achieving results (efficiencies and effectiveness)
- Assist PPM to maintain and establish the collaboration with Local Authorities and relevant stakeholders (HCs, CCWCs, CLTS point persons ,VFPs ,CFPs, PDRD, MRD , core parents, animators, VHSGs, teachers,...) and responsible for building/strengthening capacities of children, families, core parents, animators, VHSGs, CLTS point persons, community teachers and encourage them to participate and share the distribution their resources to the integrated project ECCD, WASH and Nutrition.
- The FO directly bases in communities/ village where she/ he is assigned.

#### **FUNCTIONS and TASKS**

##### **Jobholder Plan:**

- Plan for action to be taken to address identified issues.
- Individual Training and Development plan.
- Annual, quarterly and monthly workplan.
- Plan to promote child education among the community and teachers
- Capability building in the community, child groups and community organisations
- Designs action plans of activities, community development planning/reviews and understand project cycles which integrates program
- Annual operational plans based on proposals and community development plans

##### **Outputs and deliverable:**

###### **1. Establish the collaboration/relationship with local authority and concerning stakeholders:**

- Build close relationships and actively learn within partner communities, through home visits, school visits, staying overnight in community, attending community social events, etc
- Provide orientation of the project to the CCs/CCWCs, HCs, animators, preschool teachers, VHSGs, community and other concerning stakeholders in the community,
- Actively network with other stakeholders, and facilitate the communities to network, for advocacy, resource mobilization and project implementation,
- Collaborate with concerning local authority and concerning stakeholders to reform and establish the parenting group, core parent, VSHGs, preschool teachers, and animators,
- Collect and keeping all concerning project data related,
- Close communicate and encourage CCs/CCWCs, PHD,PDRD, MRD and HCs to seek support to the project and get more accountable on the project,
- Facilitate community/local authority and concerning stakeholders to make the any event to mobilize the resources to support the community preschools.

###### **2. Capacity building to community:**

- Coordinate/facilitate community, HC staffs, animators, core parent groups, VHSGs, CCWCs/CCs and village chief to identify their training need and prioritize,

- Facilitate and make a series on capacity building to above concerning people, through collaboration with technical staff and other concerning actors,
- Actively participate with the team in its region and other areas and including providing feedback, reflection and learning from each other.

### **3. Learning within community:**

- Facilitate community to define the process/mode of monitors and indicators for learning from each other and encourage them to monitor the project activities at the ground,
- Facilitate community and including animators, core parenting groups, CLTS point persons, CCWCs/CCs, VHSGs, **VFPs/CFPs** vulnerable and minorities people to collecting and analyzing the information and priority the needs/issues and then try to make the solution with community and seek support from the project if any related,
- Facilitate and motivate community to share their knowledge and experiences that have been done so far.

### **4. Project planning, implementation and monitoring and evaluation with community:**

- Facilitate community and concerning stakeholders to collection the concerning information/data by using the participation approach and make a document of those data are collected and submit to line manager on timely manner,
- Facilitate community and concerning stakeholders to priorities their needs/issues and to submit to line manager on timely manner,
- Assist and facilitate community and concerning stakeholders to set-up the development plan and make the project request to concerning supporters/donors for getting support and implement it in effectively manner,
- Facilitate and empower community and concerning stakeholders to implement the project activities, monitoring and engage them to get involved in the project evaluation,
- Develop annual, quarterly, monthly work plans and update together with other staff.
- Facilitate and carry out all project activities to implement and monitoring as timely manner.
- Mobilize and engage families, community, teachers, all concerning actors, including children and representatives of marginalized groups are involved in the whole cycle of project management.

### **5. Child Protection Deliverable Outputs:**

- Inform children, parents and communities on a regular basis about child protection (CP).
- Inform children, parents and communities on a regular basis about CP risks related to visitors including Bandos Komar's zero tolerance policy towards unannounced visits.
- Ensure all information about children is kept and disposed of safely in accordance with Bandos Komar CP procedures

### **6. Other duties:**

- All tasks/activities that line manager required to do

## **LEVEL/SCOPE OF DUTIES:**

### **The post holder oversees:**

- Monitoring and evaluation of all program activities within site assigned.
- Community groups and people's organizations within his/her community are functioning, have the capability to manage, implement and sustain their own development project.
- All programs/projects requirements are aligned with Bandos Komar approach and donor requirement.
- Ensure programs/projects/activities are implemented as planned and the reporting requirements adhere to Bandos Komar's standards/ procedures/policies.

### **Team/posts report into the post holder:**

- none (But need to collect and consolidate info/data are related to the project from community and concerning stakeholders within his/her site assigned)

**The primary linkages for this post:**

- Provincial Program Manager (PPM)
- Technical Support Staffs
- And admin persons and other Field Officers (FO) colleagues
- Partners, local government, children, families, leaders, groups, institutes/organizations, and health centers etc.

**REQUIREMENT:**

**Leadership Behaviors:**

- Good communication, negotiation, and facilitation skills
- Able to represent Bandos Komar in various community levels.
- A good advocate of child's rights
- Resourceful and is able to link the community with other resources
- Promotes innovation and learning. Is able to think of new program concepts that address the needs of the community
- Culturally sensitive

**Skills specific to the post:**

- Communication and negotiation skills
- Documentation and report writing skills
- Facilitation skills: group discussion and other participatory tools & techniques for situation analysis, planning, monitoring, and assessment/evaluation.
- Program management: situation analysis; planning; monitoring; and assessment/evaluation.
- Networking/partnership: coordinating, effectively communicating (speak, read, write, present, report).
- Knowledge on child rights and rights based programming
- Knowledge on WASH, Nutrition, health and ECCD for managing the activities with partners and other stakeholders
- Training design, need analysis, organizing
- Trainer, coach
- Organizing

**Qualification and Experiences:**

Education:

- Bachelor' degree or equivalent in social/community development and other related fields.

Knowledge:

- Good knowledge of communication
- Good knowledge of integration project
- Knowledge of computer operation on Micro-Soft Office
- Good knowledge about PRA tools
- Good knowledge about gender/child right and child development
- Good knowledge about community development concept
- Knowledge in English language

Experiences:

- At least one year working experience in community development, ECCD, WASH, Nutrition and related fields.

- Experience working with children
- Hands-on experience in participatory approaches and empowerment to community

Attitude/Core Competencies:

- Be a honest, loyal, patient, initiative, and responsible person
- Be a mature, strong and intelligence individual
- Be a good team player
- Sense of respect and show empathy with the poor
- Highly motivate and commit to work in the remote village and regardless of working hours
- Good communication, negotiation, and facilitation skills
- Able to represent Plan in various community levels.
- A good advocate of child’s rights
- Resourceful and is able to link the community with other resources
- Promotes innovation and learning. Is able to think of new program concepts that address the needs of the community
- Culturally sensitive

\_\_\_\_\_  
Read and Accepted (Job holder)

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Direct Supervisor

\_\_\_/\_\_\_/\_\_\_  
Date