Samdhana Institute is looking for
Community Facilitator
(Cagayan de Oro Based)
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Overall Purpose
Ensure effective and efficient implementation of Samdhana projects and activities in the assigned priority Indigenous Peoples and Local Community (IPLC)/Ancestral Domain (AD), through close coordination with community partners and networks, and the whole Project Team.

Responsibilities

Working with Project Team:
1. Work closely with the Project Team in strategizing and managing the project.
2. Priority task is to ensure effective and efficient implementation of project and assist partner communities in their participation and implementation of the project.

Facilitation
1. Supervise, coordinate and facilitate the project activities in the assigned IPLC/AD based on the agreed work plan.
2. Coordinate and liaise with community partners and other stakeholders involved in the implementation and other project related activities.
3. Ensure the active and effective participation of community partners in the project implementation.
4. Ensure proper logistical preparations required in the effective implementation of the project activities.
5. Lead and/or assist in the design and preparations of capacity-building activities in coordination with the capacity building officer and Adviser on Indigenous Governance.
6. Assist in post-training evaluation, documentation and reporting.
7. Assist in relevant data-gathering and literature review, and ensure data recording and filing.
8. Assist in the development of knowledge products.
9. Performs other tasks that maybe delegated by the Project Coordinator.

Monitoring, Evaluation and Reporting:
1. Provide regular and timely reporting on project implementation, accomplishment and concerns from the field.
2. Assist the MEL Officer in collection of project progress data, and in the conduct of community assessment activities.

3. Participate and assist in project assessment and evaluation and other related activities that are necessary for the successful delivery of the project outputs.

4. Evaluate and analyze impact of projects in the assigned IPLC particularly on the partners and the environment and make recommendations on improving similar projects.

5. Analyze and draw lessons from the projects in coordination with the team.

6. Share lessons learned within the organization and/or community partners to scale up projects as appropriate.

7. Provide feedback to the community partners on progress of project.

8. Provide inputs for project reporting as needed.

**Network Building:**

Coordinate with other stakeholders and assist in building networks to strengthen support for community partners and project initiatives in the area.

**Institutional Functions:**

1. Maintain an orderly filing system for both hard and soft copies of project documents, reports, pictures, and other documents.

2. Prepare monthly work plan, monthly accomplishment report and back to office reports (BTORs) as needed.

3. Participate and assist in project meetings and other related activities that are necessary for the successful delivery of the project outputs; and

4. Adhere to HR, Finance and Administrative policies and procedures; and

5. Perform other tasks that assigned by Line Manager

**Education, Knowledge and Skills:**

- University graduate degree or equivalent working experience preferably with 4 or more years of progressive grants making experience in a non-profit organization.
- Knowledge of current community challenges and opportunities relating to the vision and mission of the Samdhana Institute.
- Knowledge and experience of grants and project management.
- Understanding of, and compatible vision, for effective community development with a focus on networking and organizational management skills.
- Ability to work with and through partners.
- Ability to cultivate relationships and deliver programming through a range of stakeholders, including civil authorities, community group leaders, donors, private sector and other international NGOs, on initiatives.
- Experience with current approaches to adult learning, participatory methods and partnership development.
• A successful track record in supervising, designing, managing and implementing donor-funded projects
• Proven ability to develop, implement, monitor and deliver results through work plans and training plans.
• Demonstrated team management, mentoring abilities and experience supporting staff teams.

Working Attitudes and Habits

• Fluency in English is an advantage (written and oral).
• Strong time management, planning and prioritization skills.
• Strong interpersonal, networking, representation, negotiation and communication skills.
• Ability to work effectively in an atmosphere of multiple projects, shifting priorities, and deadline pressure.
• Pro-active and responsive in nature.
• Able to work in a team or independently with minimum supervision.
• Self-motivated and able to follow through to end of assignments while meeting goals and deadlines.
• Can work effectively under pressure and has positive attitude.
• Has the patience, honesty and willingness to listen and show respect for partners/colleagues.
• Willing to extend duty hours to meet deadline/assigned tasks.
• Demonstrated ability to take initiative and work independently.
• Willing to travel, as needed

Terms and Conditions

a. Duty station will be in Cagayan de Oro, Philippines.
b. Project Based
c. Start date: Immediately

Application procedures

• Only shortlisted candidates will be notified.
• Interested and qualified candidates are invited to send a letter of interest, a detailed CV and contact details for three referees to hrd@samdhana.org at the latest on 13 March 2020
• Please indicate the position in the email subject line and type your cv title with the following format: (Name)_(Position)_(CV/Letter of Interest)