



CARITAS Bamenda JOB VACANCY

Terms of Reference (TOR)



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Job vacancy title [Position]

 Community Mobilizer (CMs) [13]

Background

Caritas Bamenda is the specialized agency of the Bishops of the Church Province of Bamenda that is coordinating development and Humanitarian interventions.

Caritas Bamenda forms part of the confederate of Cameroon National Caritas Network. From the founding of the first Caritas in Germany in 1897, to the setting up of Caritas Internationalis in 1951, until today, Caritas has a rich history of listening respectfully to the suffering of the poor and giving them the tools to transform their own lives. The deep moral and spiritual principles of dignity, justice, solidarity and stewardship still guide Caritas today. The mission of Caritas is improving the well-being of the poorest and most vulnerable people with special focus on humanitarian assistance to the internally displaced due to the conflict in the North West and South West Regions of Cameroon. Caritas Bamenda works with partner organizations to strengthen policies and programs to reduce poverty, hunger, gender and social inequity and environmental degradation.

Caritas in the Church Province of Bamenda has rapidly grown into the league of foremost development institutions in Cameroon. Clearly evident in her tracts is the increasing number of lives and communities that have been impacted or transformed through her interventions. Leveraging the Church's structure Caritas Bamenda serves as the umbrella organization for all the Diocesan Caritas of the Church in the Ecclesiastical Province through which the implementation of development-oriented programs and humanitarian interventions are carried out.

Caritas Bamenda is also a member of Caritas Cameroon and Caritas Internationalis that share a common mission and have literally touched every part of the world over the last century.

CARITAS BAMENDA is hiring the services of both men and women that are of working age into the following managerial/responsibility positions for the implementation of the above objectives of this project in the North West Region of Cameroon.

Job Opening 1

Job title:	Community Mobilizer (CM)
Duty station:	COMMUNITY
Department:	Programming
Reports to:	Project Officers/Assistants
Status:	Hiring
Duration:	10 months
Contract type:	Fixed term

About the Project:

The Anglophone Crisis Emergency Response III (ACER III) project is a one-year project funded by the United States Agency for International Development's Bureau of Humanitarian Affairs. In this project, CRS works with the Archdiocese of Bamenda to provide cash-based emergency food, non-food, and livelihood assistance to vulnerable families in the Northwest Region of Cameroon.

Job Summary:

The Community Mobilizer is a key member of the ACER III project team. The CM will assist in the coordination of project activities at the community level and ensuring successful project implementation with strong community participation, mobilization and organization. The CM will be assigned a cluster of quarters and will be expected to work with community members and the project team.

Roles and Key Responsibilities:

- Mobilize and organize communities around program objectives and activities.
- Coordinate activities at the community level according to agreed implementation and monitoring, evaluation, accountability and learning plan.
- Address any program issue with the communities and if cannot be addressed report to Project Officer/Assistant.
- Collaborate with and support communities, local leaders, Participant validation committee (PVC) members, and participants on the program. Importantly, develop and implement strategies to ensure active participation from female and male community members.
- Conduct House to House monitoring visits for the implementation of activities.
- Monitor the use of items distributed to program beneficiaries.
- Support the implementation of a community feedback mechanism and immediately communicate community concerns to the Project Officer/Assistant and through the feedback and response mechanism.



- Communicate and mobilize on upcoming events to communities (workshops, visits, trainings, meetings).
- Attend planned trainings as requested.
- Support coordination of meetings, sensitizations and updates with the project team, participants, and community leadership.
- Perform any other duties as assigned by the Project Officer/Assistant

Basic Qualifications and Experience:

- At least secondary/high school level of education, any superior qualification will be an added advantage.
- Based in Bamenda I, II, III, Santa, Bafut, Bali, Tubah, Batibo
- Minimum one-year experience working at the field level on community-development activities.
- Interest and/or experience in working with the community and supporting development activities in communities.
- Flexible and easily adaptable to change, self-motivated, organized, strong interpersonal skills.
- Ability to help community organize activities.
- Ability to work with the community and increase community participation and contribution on humanitarian projects.
- Ability to read and write in English
- Basic knowledge and experience in program monitoring and ability to conduct monitoring.
- Strong understanding about the role of the PVC in community mobilization ideal.
- Basic skills in using Microsoft Office Package (Word, Excel, PowerPoint) as well as email.
- Fluency in English and Pidgin.
- Willing to move around communities and talk to a broad range of people including men and women of all ages.
- Good knowledge of the community.
- Open and outgoing personality.
- Respectful and professional attitude.
- Able to motivate and organize communities.
- Organized, and able to write basic program reports on a deadline

DEADLINE

Posted: 24th February 2022

End date: 10th March 2022

HOW TO APPLY

*Forward a typed copy of **motivational letter, Resume (curriculum vitae), 3 references, relevant supporting documents and work attestations** to the Human Resource via the following email addresses caritasbhr@gmail.com and bcaritas2020@gmail.com an Specifying in the subject line the position for which the application is intended OR deposit hard copies of the listed documents at the **Human resource office of CARITAS BAMENDA Office Cathedral Big Mankon – Bamenda Archdiocese**. Or by post via the following addresses*

P O Box 82 Bamenda, Archdiocese of Bamenda.

Incomplete applications and those sent after the deadline shall not be considered

Women are encouraged to apply.

Disclaimer: *This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

NB: *Only shortlisted persons will be contacted.*