

Project Assistant - Economic Development (Baidoa)

Location: [Africa] [Somalia]

Town/City: Baidoa

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

Project Assistant: Economic Development

The Role:

Project Assistant Economic Development will support the project management team in community awareness and capacity building efforts to community groups and partners. S/he will be responsible for developing context appropriate training materials, organizing & facilitating trainings, and monitoring community uptake. The position-holder will support in project implementation, ensuring projects take place on-time, on-target and within budget. S/he will provide support for the development of community driven and integrated programming through participation in assessments, design, monitoring, evaluation and joint-planning of projects. S/he will implement collection and consolidation of key data required to produce project reports on Community progress in Economic Development, including community feedback to inform future project designs.

Key Responsibilities:

- Timely, accountable project planning, and implementation.
- Based on available work plan, take lead on community awareness on trainings and any other planned project activity.
- Development of community and group trainings.
- Recording and compilation of community based meeting minutes, including follow ups on key action items.
- Assist in targeting and registration of deserving project beneficiaries for Savings for Transformation (S4T)

and Technical and Vocational Education and Training (TVET) programs.

- Work with S4T groups/individuals and TVET graduates in collecting and consolidating data required for periodic reports.
- Supervise community mentors and village agents who work daily with project beneficiaries
- Undertake capacity building and mentoring of communities and the target beneficiaries.
- Identify, develop, contextualize (translations, pictorial design, etc.),
- Organize and facilitate training to community groups and partners on Economic Development.
- Quality, timely reporting, assessment and baselines.
- Spearhead community engagement.

Essential:

- Bachelors degree in Economics /Agricultural Education and Extension/ Community Development/ Health/ Nutrition, Hygiene and Sanitation/ Social Sciences or related field.
- A minimum of three years of field experience.
- Ability to communicate fluently in both spoken and written English.
- Technical skills in the realms of community engagement and project-cycle management.
- Proven experience in technical assessments, project designing, implementation.
- Good knowledge of SPHERE standards.
- Computer literacy in MS word, MS excel, power point.
- Experience in community based participatory development approaches strongly desired
- Demonstrate knowledge and understanding of ultra-poor graduation (UPG) models and experience in community/beneficiary coaching and mentoring.

- Basic knowledge on Village Savings and Loan Association (VSLA) and TVET.
- Ability to influence and mentor communities at both group and individual level.

Working Environment:

The position will be based in **Baidoa** Somalia.

World Vision adheres to strict child and adult safeguarding principles. All selected candidates will therefore undergo rigorous reference and background checks which will include criminal background checks. They will be expected to adhere to these standards and principles. Academic certificates will be verified with the issuing institutions.