



## **Italian Association Amici di Raoul Follereau (AIFO) – AIFO-Liberia**

### **Vacancy Announcement No. 116/21**

**Issued on: 19 October 2021**

**Deadline for Application: 07 November 2021**

### **Position Title: Community Worker (National position)**

AIFO Liberia is seeking to fill the role of Community Worker (CW) to support our team in Bomi (Mecca District), Bong (Salala, Jorquelleh, Suacoco and Fuamah Districts), Nimba (Sanniquellie-Mahn, Flompa, and Bain-Garr Districts), Lofa (Voinjama, Foyah, and Kolahun Districts), and Montserrado counties (Greater Monrovia).

Qualified women and men with disabilities are strongly encouraged to apply.

### **AIFO Liberia**

The Italian Association Amici di Raoul Follereau (AIFO) is an Italian non-for-profit organisation that has been present in Liberia since 1997. AIFO Liberia offers opportunities for people affected by leprosy, persons with disabilities (PWDs), women/children and members from vulnerable and marginalised communities to lead a better quality of life. AIFO Liberia focuses on healthcare and economic empowerment to provide a better quality of life and create large scale positive change. AIFO Liberia is accredited by the Ministry of Finance and Development Planning, Republic of Liberia; accreditation number 0094.

### **About the Role**

This is a 1-year contract, with a 3-month probation period and with the possibility of renewal.

### **Objectives**

The Community Worker provides overall support to AIFO's projects on community level, including logistic support to project activities, such as trainings and workshops, data collection, and monitoring of Start-Ups, and reporting. In addition, the Community Worker will be in charge of the overall coordination and involvement of beneficiaries on community level. S/he is an advocate for the inclusion of PWDs in communities' decision making processes and a promoter of interventions to improve accessibility and equality of treatment in his/her county of operation. S/he will be based inside his/her community and will refer to the Field Coordinator who is based at AIFO's regional office in Ganta, Nimba County and work in collaboration with a team of nine other Community Workers.

### **Main responsibilities are (but limited to):**

1. Facilitate the implementation of project activities at community level as agreed and planned with the Field Coordinator and in-line with the projects/programmess time table and budget breakdown
2. Take part to trainings, meetings, events organized by the projects/programmes and takes a leading role in organising and supervising logistics, including ensuring venues are accessible for persons with disabilities
3. Mobilize project beneficiaries and authorities to participate in project activities and initiatives in favour of PWDs at county and community level

4. Advocate for the rights of PWDs and for the protection of all human rights with partners, stakeholders and at public events;
5. Assist and facilitate in researches and studies, by administering questionnaires, collect and transmit raw data
6. Support the Field Coordinator with M&E related matters, by carefully and regularly collect data from project beneficiaries and community members (direct and indirect beneficiaries)
7. Collaborate with DPOs for constant follow-up with community radios for airing of disability inclusive radio programs
8. Monitor and supervise activities of project beneficiaries and stakeholders regularly, and provide information to the Field Coordinator
9. Provide timely and good periodic narrative and financial report of activities to the Field Coordinator
10. Support the Regional Office in collecting and transmitting communication material, including pictures from events, clips from radio programs and contact details of partners and stakeholders, thus contributing to AIFO Liberia stakeholders' database.

**Requirements to achieve role's objectives:**

- High school diploma or equivalent
- Completion of a formal, industry-specific training program (TVET) or other diploma
- At least 2 years of demonstrable experience in a similar role, preferable with INGOs working in development programming
- Experience in community mobilization is a must
- Training and facilitation skills are highly desirable
- Experience in data collection is desirable
- Working knowledge of MS Office packages (Excel, Word, PowerPoint), other relevant computer applications, and usage of modern office equipment (printers, scanners, camera etc.)
- Excellent English written and verbal communication skills
- Experience in using social media and internet
- Good communication and follow up skills
- Gender and disability sensitive
- Professional, willing to learn and share knowledge, and commitment to project demands
- Proactive, creative, and able to work independently and as part of a team
- Excellent interpersonal skills; Ability to work in a multi-cultural environment with (inter)national partners

**HOW TO APPLY**

To apply, send your CV, a cover letter detailing how you meet the job specification and three references to [aifoliberia@gmail.com](mailto:aifoliberia@gmail.com) indicating in the subject of the email: AIFO Liberia Community Worker Bomi/Bong/Lofa/Nimba/Montserrado County – No.116/21 (please only indicate the applicable county).

We apologise in advance, but only qualified and shortlisted candidates will be contacted. We encourage applicants to submit the application well before the deadline date. The selection respects the principles of equal opportunities (Law 903/77).