

Terms of Reference

Position Title	Community Capacity Development Officer
Post	Ministry of Housing & Community Development
Reports to	Community Capacity Development Advisor
Duration	18 months
Salary	To be discussed

About the Programme: The Ministry Housing & Community Development in Partnership with the UN-Habitat is the Adaptation Fund Board to implement the project 'Increasing the resilience of informal urban settlements in Fiji that are highly vulnerable to climate change and disaster risks'. The programme works with vulnerable urban communities to conduct rapid countrywide profiling of climate vulnerable informal settlements, vulnerability assessments for the key 16 identified settlements and to produce action plans and strategies for implementing climate adaptation actions within communities, as well as at town/city level. Underpinning this project is a focus on capacity strengthening in order to enhance the climate resilience of these most vulnerable settlements.

About the Position: Under the supervision of the Capacity Development Consultant and the UN-Habitat Team Leader, the staff is required to assist the project in the implementation of the community capacity building and awareness raising activities.

Key Accountabilities: Under the lead of the Community Capacity Development Consultant, to support the delivery of the community capacity development component of the FRIS project and its key objectives and results, through the following main activities:

- Support the development of community capacity development and awareness raising activities under the lead of the Community Capacity Development Consultant
- Implementation of the Capacity Development activities in the 16 target communities in close coordination with 4 municipal Resilience Officers
- Plan, lead and implement the community engagement with the 16 target communities
- Implement and manage a community grievances mechanism
- Support the alignment of community capacity development with the implementation of infrastructure interventions (when applicable and feasible)
- Organise inclusive participation in all trainings according to environmental and social safeguards
- Attend to proper knowledge management and documentation of all training activities
- Support ministry in various community engagement activities

Outputs: The Staff is expected to deliver the following main outputs:

- Work plan covering all activities and timelines for the overall consultancy (after 1 month)
- Monthly reports (including monthly updates to the Capacity Development Database)
- Final Report (end of consultancy)

Qualifications, Skills, Knowledge & Experience: You are expected to have the following qualifications and skills

- Relevant Master's Degree in the fields of social science, environmental sciences, international development, or related field, with a minimum of 2 years of relevant working experience, or Bachelor Degree with additional 2 years of relevance experience in lieu of Master Degree.
- Background in community engagement and relevant work experience
- Background in informal settlements upgrading and relevant work experience
- Experience in Water, Sanitation and Hygiene (WASH) is an advantage
- Experience in working with local communities in Fiji is required
- Strong written and verbal skills (in English)
- Demonstrated computer skills, in particular MS Office. GIS, database management, Adobe Suite Applications are an advantage.

Additional Comments: You must also:

- Be able to provide a police & Medical clearance