

Terms of Reference

Position Title: Community Development Officer	
Line Management Responsibility	Local ASGM partners, BLGU/MLGU
Budget Responsibility	
Reporting To:	Project Manager
Job family	Community Development Program
Contract Duration	
Base of operation	
Hours of work	5 days or 40 hours/week
Compensation	
<p>Job Purpose: Responsible for strengthening organizational development and capacitating ASGM organizations in complying formalization documentations and reports in partnerships with relevant government agencies, and the private sector.</p>	
<p>Key Responsibilities</p> <ul style="list-style-type: none"> ⌘ Mobilize community for the implementation of various project activities. ⌘ Facilitates organizational development capacity building of ASGM associations in the project area. ⌘ Capacitate ASGM associations in putting together the required Minahang Bayan and small-scale mining contract documentary requirements and reports ⌘ Prepares work plan for community development activities. ⌘ Conduct baseline data survey to the target communities. 	
<p>Management</p> <ul style="list-style-type: none"> ⌘ Facilitate barangay/municipal project activity planning and implementation of the Compassionate Gold project in Benguet and Mountain Province. ⌘ Lead and motivate SSM organization leaders and partners in the barangay/municipal level, ensuring team cohesiveness, functionality and effectiveness, including supporting learning and capacity building of community. ⌘ Implement locally identified project, conduct monitoring, evaluation, reporting and learning systems. ⌘ Provide support in establishing, building and maintaining links and relationships for the Compassionate Gold project. 	
<p>Financial</p> <ul style="list-style-type: none"> ⌘ Overall responsibility for implementing field activities and events, monitoring and managing expenditures towards ensuring efficient and appropriate budget use including ensuring that financial and administrative procedures are observed. 	

- ⌘ Coordinate with Project Manager, Finance and Admin Officer to ensure the project budget is spent with approved activities, and guarantee adherence to accounting and financial reporting standards.

Reporting

- ⌘ Ensure reports (oral and written) describe in details and with maximum accuracy the situation faced at field level.
- ⌘ Coordinate with Project Manager, Finance and Admin Officer to ensure the project budget is spent with approved activities, and guarantee adherence to Ban Toxics accounting and financial reporting standards.
- ⌘ Ensure concerned people and particularly within line management are always timely updated on the status of the project.
- ⌘ Ensure timely updates through clear emails, and regular phone calls.

Others

- ⌘ Undertake other duties as maybe assigned by the Coordinator or Line Manager

Requirements:

- Graduate of Bachelor of Science in Mining Engineering, Community Development and other relevant disciplines.
- At least one-year (1) experience in community organizing and mobilization in small-scale mining, IP communities, and women.
- Willing to be assigned in Benguet and Mountain Province
- Excellent problem solving and decision making skills
- Must be able to adapt to frequent changes in workload
- Able to work independently with minimum supervision

Additional Requirements:

Good people skills;

Multi-tasker

Good reading, writing, and arithmetic skills required;

Proficiency in Tagalog and English

Substantive knowledge and/or proficiency in local languages and dialects preferred;

Proficiency in Microsoft Office and web research; and

Willingness to travel and stay in the community when necessary.