

<b>Position</b>	<b>Community Mobilization Officer</b>	<b>Grade</b>	II
<b>Department &amp; Location</b>	<b>Loo Niva Child Concern Group Community Mobilization of Early Grade Reading Program (EGRP)</b>	<b>Date</b>	1st June 2018
<b>Reports to (position):</b>	<b>Program Manager</b>		
<b>Purpose:</b>	<p>Loo Niva Child Concern Group has been working on basic service delivery especially on quality education, education governance and right to education from child rights perspectives to the marginalized children with an emphasis on girls and Dalit since its establishment in 1997. Main thrust of its strategic work is to empower local people especially children, child clubs, youth and marginalized groups so that they are able to hold the local agencies and governments more accountable and responsive towards their rights to education including in emergency.</p> <p>Loo Niva continuously works to create a link between children, adults and the government agencies from child rights based approach to development. This approach consists: i) empowering rights holders; ii) sensitizing and strengthening duty bearers; and, iii) Advocating for child friendly policies and practices especially on basic service delivery.</p> <p>It works with the community at the grassroots level and advocates policy at the National level on Child Rights, and Right to education. It has good network and coordination with local government, state authorities, NGOs, and local communities. It is contributing together and leading in National coalitions holding the key portfolios.</p> <p>Loo Niva Child Concern Group has signed contract with RTI International for implementing and managing the community mobilization component (IR3) of USAID's Early Grade Reading Program (EGRP) in Dadeldhura District. The overall purpose of the community mobilization of EGRP is to increase family and community support to improve the early grade reading skills of children from grades one to three. Loo Niva Child Concern Group will work directly with School, SMC, PTA, Local Education Units (LEUs), Local Government, Early Grade Reading sub-committee and all relevant community forums for implementing activities related to</p>		

#### Dimensions of Role:

Community Mobilization Officer (CMO) is responsible to implement community mobilization activities under community mobilization of Early Grade Reading Program (EGRP) to increase family and community support for Early Grade Reading Program Dadeldhura District. The CMO works closely under the direct supervision of Program Manager Loo Niva Child Concern Group to ensure all community mobilization work of EGRP are effectively, efficiently and timely implemented. He/She assists intern(s) and works closely with the Program Manager, M&E and Documentation Coordinator, and Finance Coordinator in forming and strengthening capacities of community forums; facilitating, implementing and reporting SMC grants; and conducting a range of activities in adherence to EGRP community mobilization strategy and guideline. He/She will closely work with local and community based groups/organization such as Early Grade Reading sub-committee, mothers' group, child club, community learning centers (CLCs), and all other appropriate community based organizations and individuals.

#### Key Responsibilities

##### Implementation of community engagement, parent support, community forum, SMC, PTA and capacity building

- Form and strengthen capacities of SMC, PTA together with other community forums such as Early Grade Reading sub-committee, mothers' group, child club, CLCs and others as appropriate;
- Engage parents, community forum, SMC, PTA, LEUs, local government and all possible community based organizations for developing appropriate environment for early grade readers at home,

communities and school;

- Coordinate community and community level forum/institution such as LEUs, Local Government, school, EGR subcommittee, mothers' group, child clubs, CLC to jointly organize effective after school events/activities;
- Conduct an EGR-linked participatory planning and review meeting of SIP at school;
- Conduct peer education trainings for parents at school level;
- Conduct meetings and technically contribute to LEU, municipality, school level meetings for creating awareness and appropriate reading environment for children at school, communities and home level
- Work closely with SMC, PTA, LEU, EGR subcommittee and other appropriate community forums.

Coordinate with relevant stakeholders at local level for effective implementation of program activities

- Coordinate and conduct training and capacity building of EGR subcommittee, SMC, PTA and community forums.
- Coordinate with local community forums and institutions, SMC, PTA, EGR sub-committee, LEU to facilitate successful completion of
  - Regularly convening of community forums meetings and events and organize community events such as after school reading activities, small doable action for the support of EGR etc.
  - Support to facilitate SMC grant process such as preparation of SMC grant proposal, implementation of SMC grant activities, preparation of milestone reports and grant completion reports etc;
  - Adopt different approaches to deal with non-literate parents and caregivers can use to support their children's reading acquisition at home and community level;
  - Coordinate all relevant stakeholders (community, school, LEU) to design and deliver to motivate and engage parent to meet and discuss about children progress that teachers periodically inform parents of reading assessment results

#### Management and leadership of community mobilization of EGRP

- Work with EGRP staff at field level, Resource center level and district level.
- Provide all range of programmatic and managerial inputs to community forum to organize after school events

#### Dealing with Problems:

**Complexity of problems handling multiple tasks and have high skills of, analysis, and creative thinking required for settle down all high intensity works of community mobilization of EGRP.**

- Good command over managing community expectation and maintaining important relationships: Capability to resolve conflicts coordinating government office/people. Skills to manage multiple tasks within limited timeframe.
- Plan and schedule own work, interpreting instructions and selecting appropriate methods/tools for delivery.
- Operate in a high-pressure deadline-driven environment with professionalism.

#### Communications and Working Relationships:

##### EGRP Project contact:

Position	Reasons for contact	Level (high, medium, low)
Program Manager	For day to day works, progress of works and any field level problem and for solution of the problem	High
Monitoring, Evaluation and Documentation Coordinator	For overall documentation, report preparation, database management, case stories preparation	High

Finance Coordinator	For overall financial documentation	High
EGRP district team	Coordinate community engagement and qualitative deliverable, engagement of	Medium
EGRP Regional Program Team	Coordinate community engagement and qualitative deliverable, engagement of	Medium
NGO Project staffs	For day to day operation and achievement of activities	High

#### External Parties:

Position	Reasons for contact	Level (high, medium, low)
School/PTA/LEU/Local Government	Align school improvement plan with integration of EGRP component and SMC grant	High
Community forums	Conduct day to day activities, meeting and all after school activities	High
Local level agencies (NGO/CBOs)	Coordination and collaboration for joint activities for achievement of common results of after school activities	Medium

#### Knowledge, Skills and Behaviors:

- Bachelor Degree or equivalent in education, social work, or related field
- Experience in community mobilization works: dealing with community forum and people
- At least 1 year experience in implementation and providing technical inputs on community mobilization and strengthening capacities of community forum.
- Experience in conducting training for community forums
- Experience in early grade reading, primary education and ECD sector is preferred
- Competent in computer skills specially Microsoft office such as word, excel and PowerPoint
- Oral fluency Nepali and local language for communication (relevant RC)
- Reporting skills in Nepali is must
- Preference will be given to local resident of relevant Resource Centre, who knows local culture, languages

#### Physical Environment:

- Locally based in Loo Niva Filed office Dadeldhura, Tufan Danda with 10% travel to NGO office
- Work with community forums, school, SMC, PTA and other appropriate community institutions/persons

## Certification

I have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

MANAGER:

Name

Signature

Date

I have read the Job Description and agree to undertake the activities and responsibilities specified. I also acknowledge that this profile is an indicative indication of job activities and I understand that I may be required to undertake additional tasks as required within the mandate of Loo Niva Child Concern Group .

POSITION HOLDER

Name

Signature

Date