



## Vacancy Announcement: Community Empowerment Officer

*Position title:* Community Empowerment Officer

*Reporting to:* Regional Manager

*Closing date;* 12 May2025

### **POSITION SUMMARY:**

The Community Empowerment Officer is responsible for supporting community-based partners to provide required support to families for the care and protection of children and young people. This position shall work closely with community-based partners in creating a responsive and conducive environment for the care and protection of children and young people. This specialist programme officer will work with government and CSO partners to strengthen the functional and financial sustainability of community-based partners in responding to the welfare of vulnerable families, children and young people. The programme officer assumes the roles of facilitating and capacity building in the empowerment of the community-based partners. The incumbent is expected to closely collaborate with government, CSOs, business corporate partners, local community structures, local authorities and other service providers to enable children who have lost or are at risk of losing parental care to grow within a caring and supportive family environment and secure community.

### **Required qualifications, and experience**

- Degree in Community development related social and natural sciences/disciplines such as Social Work, Social Sciences, Sociology, Development studies, Economics, Rural Development.

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- Degree in Community development related social and natural sciences/disciplines such as Social Work, Social Sciences, Sociology, Development studies, Economics, Rural Development.
- At least three years' experience in a similar role or implementing Community development and OVC support programmes.



## **Main duties and responsibilities including key tasks:**

### **1.0 Community mobilisation/Engagement/Networking**

- Mobilize communities to participate in project planning, development, implementation and monitoring.
- Mobilize government institutions, CSOs, and other enabling partners in planning, development, resource mobilisation, implementation and monitoring of interventions to empower community-based partners.
- Innovatively support community-based partners to embark on sustainable community self-reliant projects
- Mobilize grassroots organizations, Community structures and other civil society organizations to advocate for the welfare of vulnerable children and young people
- Facilitate Community Based Partners (CBPs) to access government social safety net programmes and other developmental programme support for vulnerable families
- Mobilize communities and other grassroots organisations in participating in the relevant child days and celebrations such as the Day of the African Child, Day of the Girl Child, and 16 days of activism against Gender based violence, among others.
- Organize learning forums involving local government, CSOs, FBOs, NGOs and other relevant technical personnel.
- Represent SOS Children Villages at stakeholder engagements in the programme catchment community

### **2.0. Programme planning, budgeting and implementation**

- Facilitate the carrying out of community stakeholder analysis
- Support the identification and assessment of the community-based partner to work with in the community
- Facilitate the conducting of community needs assessment
- Facilitate the conducting of community-based partner capacity assessment and community resource/asset mapping
- Facilitate the carrying out of livelihood market assessment
- Facilitate the development of community capacity and asset inventories
- Facilitate the development of community empowerment plan, community resource mobilisation plan and community exit strategy



- Facilitate the development of community livelihood development strategy to support community and household livelihood interventions
- Support communities in the development of humanitarian preparedness plans.
- Lead FS programming to identify areas of programme contribution in the community empowerment plan
- Lead the FS programme planning and budgeting on community empowerment
- Facilitate the mainstream of cross cutting issues (HIV/AIDS, child protection, gender and environment, humanitarian response) in all community empowerment programme intervention development.
- Facilitate community action research and evaluations

### **3.0. Capacity building of community Structures**

- Support community-based partners in acquisition of legal identity/formal recognition
- Support community-based partners to develop its own constitution (where there is none)
- Facilitate the development of community-based partner capacity development plan
- Capacity build community-based partners in project management, proposal writing, report writing, governance, advocacy, financial management, financial reporting, and business management
- Capacity build community-based partners in resource mobilisations (raise and manage their own funds for operations and support to vulnerable families, children and young people)
- Facilitate capacity building of community-based partners in child rights and human rights based programming)
- Facilitate the development of community-based partner readiness capacities for sub-grant management
- Mentor and coach community-based partners in developing strategic networks and partnerships for community project implementation and management
- Facilitate learning and practice sharing of community-based partners with other organisations in areas identified for knowledge and practice enhancement



- Build capacity of Community based partners on Volunteer management
- Facilitates capacity building for community-based partners, community facilitators and volunteers (Zone Representatives, FDP Coordinator, volunteers) in FDP management (mentor and coach them in FDP development and management);
- Support community-based partners in establishing and strengthening community child related information hub (information centre, including community digital hub)

#### **4.0 Monitoring and Evaluation**

In liaison with the monitoring and evaluation team, the community empowerment officer shall;

- Facilitate participatory monitoring and evaluation of the community empowerment interventions.
- Facilitate regular data collection through appropriate monitoring tools on programme community empowerment interventions.
- Organize and facilitates regular project reviews and evaluations on community empowerment.
- In liaison with the community-based partner, carry out regular home visits to families and write home visit reports.
- Carry out regular visits to CBPs, family support groups and other partners in the respective community for timely and relevant programme support.
- Facilitate sharing of best practice amongst community-based partners and other external partners.

#### **5.0 Reporting, Resource Management and Documentation**

The community empowerment officer shall prepare and submit timely progress reports to the Regional Manager on community empowerment interventions. He/she shall therefore;

- Document community empowerment success stories on programme interventions.
- Support community development structures to document programme Community empowerment processes.



- Keep, maintain and update the database and files of communities and families on the programme in a timely manner
- Support the collection and documentation of community empowerment impact stories.
- Comply and adhere to SOS policies and guidelines.

#### **Key competencies and skills**

- Demonstrated knowledge and understanding of child rights and experience of implementing/managing child protection and child rights interventions.
- Good communication and reporting skills, computer literate, understanding and ability to apply community development participatory methodologies, self-starter, ability to work in a team, strong family values, ability to work with minimum supervision
- **Asset Based Community Development Approach**
- **Results Based**
- **Project Management** - Readily applies project management methodology to basic or routine projects to achieve stated objectives and/or outcomes
- **Embraces Diversity** - Effectively engages people from diverse backgrounds in the workplace and community
- **Solves Problems** - Uses experience and knowledge of work area to assist in the development of solutions for day-to-day problems
- **Innovation & Creativity** - Demonstrates initiative and enterprise and supports others to work more effectively
- **Integrity** - Understands and SOS CV social, ethical and organisational standards and responsibilities in all interactions
- Possession of license will be an added advantage,

#### **Other mandatory requirements**

- Police clearance

#### **How to apply:**

SOS Children's Villages Namibia is an equal opportunity employer, and we encourage applications from candidates of all backgrounds to apply. To apply, please send your updated



CV with three contactable references, supporting documents and a cover letter to [recruitment.hr@sos-namibia.org](mailto:recruitment.hr@sos-namibia.org) before **12 May 2025**.

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SOS Children's Villages has zero tolerance neither for sexual exploitation, harassment, and abuse nor for fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class. SOS Children's Villages complies with all applicable laws governing non-discrimination in employment."

This position involves working with an INGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV. In addition to candidates' ability to perform the duties of the post, the selection process will also delve into the candidate's motivation and approach towards safeguarding.