

Puntland Minority Women Development Organization
(PMWDO)
Tel: +252-90-7795960-7795961,
Email: pmwd2000@yahoo.com, pmwd2000@gmail.com, pmwd2000@hotmail.com
Galkayo, Puntland State of Somalia

19th September 2018

VACANCY ANNOUNCEMENT: COMMUNITY SOCIAL MOBILIZERS (ELEVEN POSITIONS) C4D PROJECT

Organization: Puntland Minority Women Development Organization (PMWDO).

Position Title: Social Mobilizers (11 Positions 4 positions in Bosaso, 3 Positios in Galkacyo, 3 Positions in Garow and 2 position in Gardo)

Reporting To: Project Supervisor

Programme / Duty Station: one of the above Towns

Project Duration: Six (6) Months

Starting Date: 1st October, 2018

ORGANIZATIONAL CONTEXT

Puntland Minority Women Development Organization (PMWDO) is a registered Local Non-Governmental Organization under the Ministry of Planning and International Cooperation (MoPIC) mandated to carryout multi-sectoral projects in Puntland State and South Somalia.

Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. PMWDO work to improve the social welfare and build the capacity of marginalized minority women and children through provision of Primary Education, Health Care Services and Capacity Building Training in Environmental Management and Income Generation for the long term sustainability of Development.

For the past 15 years we have strengthened rural livelihoods through social and environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future. PMWDO is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

POSITION SUMMARY

Based in the various locations, the Community Mobilizers will be responsible for working with the various communities in the day-to-day implementation of the project activities.

POSITION PURPOSE

1. Project activities implementation.
2. Project progress updating.
3. Conduct house to house social mobilization
4. Organize community sensitization meetings on the four topics each weekly
5. Orientation with the elders and religious leaders

SPECIFIC ROLES AND RESPONSIBILITIES

- Organizing communities meetings, awareness sensitization and sharing project activities information.
- Leading community discussions and the formation of the committees, training of the committees and providing them with the necessary support for the effective delivery of the project activities.
- In liaison with the Project Supervisor plan the project activities and provide day-to-day supervision of the activities at the sites level.
- Provide weekly project progress update.
- Lead all community forums, including continuous progress updates within the community on the project activities, address early concerns and ensure the community participate the activities implementation.
- Conduct regular community meetings in the project targeted communities.
- Ensure the target beneficiaries have received the entitlement and address any concerns with the project officer and other relevant project team.
- Work with the project officer and other team in continuous needs assessment, related data collection and managing surveys process at the community levels.
- Conduct activities monitoring, data collection and reporting.
- Develop weekly updates and monthly reports on community mobilization activities.
- Ability and willingness to travel to project areas at short notice.
- Any other duties as directed by the Project Supervisor.

SKILLS AND QUALIFICATIONS

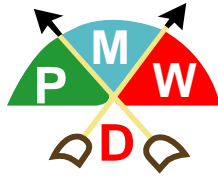
- Secondary level education with technical trainings.
- Experience in Nutrition, Health, Protection and water sanitation.
- Minimum of one (1) year of relevant NGO experience at the national level is required.
- Ability to work independently and under pressure.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and ability to establish working relations with target communities and project team.
- Candidates from the project areas are preferred.

How to Apply:

PMWDO, Puntland Somalia is inviting qualified candidates who meet the above requirements to send cover letter and CV to the following email address: Email: pmwd2000@gmail.com / pmwd2000@yahoo.com; Contact Person – Abdi Abdullahi Warsame 7795390/7795960

Submission Period: From 19th September, 2018 to 25th September, 2018. Please indicate the job title while applying. Only shortlisted applicants will be contacted for interview.

PMWDO is an equal opportunity employer.



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18th September 2018

VACANCY ANNOUNCEMENT: SUPERVISOR (FOUR 4) POSITION) C4D PROJECT

Organization: Puntland Minority Women Development Organization (PMWDO).

Position Title: Supervisor (4 Positions, 1 position in Bosaso, 1 Position in Galkacyo, 1 Position in Garowe and 1 Position in Gardo)

Reporting To: Project Coordinator

Programme / Duty Station: one of the above Towns

Duration: Six (6) Months

Starting Date: 1st October, 2018

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POSITION SUMMARY

Based in the various locations, the Supervisors will be responsible for working with the various social mobilizers in the day-to-day implementation of the project activities.

POSITION PURPOSE

1. Project activities implementation.
2. Project progress updating.

SPECIFIC ROLES AND RESPONSIBILITIES

- Undertake all the duties of a project manager in respect of the organizations existing partners.
- Review the implementation status of the organization's ongoing partner projects and ensure execution to satisfactory completion.
- Prepare regular informative project implementation reports to facilitate decision making by the management where necessary.
- Ensuring proper implementation of all projects
- Advising the management on matters related to the ongoing projects.
- Convening and chairing staff management meetings.
- Preparing regular reports and submitting information to the management to facilitate decision-making.
- Responsible for Strategic planning, Coordination, Implementing, Monitoring and Evaluating the organization's operations to ensure realization of the organization's goals.
- Allocating work to staff and ensuring that performance is in conformity with the project objectives and the organization's goals.
- Supervise and motivate staff through on-job instructions and training where necessary.
- Set performance goals and project deadlines that align with the organization's larger plans
- Delegate work to employees, track progress and provide constructive feedback throughout projects
- Address problems with work quality, issues between employees and other concerns in an effective, timely manner
- Ensure employees adhere to organization policies and legal regulations
- Serve as a link between subordinates and upper management
- Conduct performance reviews, motivate team members and create strategies to boost productivity

SKILLS AND QUALIFICATIONS

- Experience in a supervisory or managerial role
- Excellent communication and leadership skills
- Bachelor's Degree in Management or related field required
- Experience using collaboration tools, such as SharePoint or Slack
- Great organizational skills and an eye for detail
- Ability to train employees when needed

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