

Call for Job Application

Job Description

Job Title : **Information, Education and Communication Officer**

Job Location : Cebu city

Job Type : Fulltime – 2 year grant funded position

Description

The Danajon Communities Working for the Advancement of disaster resilience To Combat Human Trafficking or Danajon Communities WATCH project is seeking applicants for the position Information, Education and Communication Officer. Supported by Caritas Switzerland, the goal of this project is to enhance the resilience to disasters and human trafficking of 36 vulnerable and impoverished communities situated on and around the Danajon Bank in the provinces of Cebu, Bohol, Leyte and Southern Leyte.

The intention is to reduce loss potential and risk of disasters and human trafficking and strengthening their resilience by:

- Improving disaster risk management capacities;
- Establishing community organizations using the Bantay Banay (Community Watch) model; and
- Strengthening collaboration with local government units as well as government agencies.

Duties and Responsibilities

- Is responsible for developing and implementing communication plans and strategies;
- Initiate and develop training design and activities along Gender and Development, Disaster Risk Reduction and Sustainable livelihoods;
- Administer and manage training activities intended for the project management staff;
- Work closely with the Area Supervisors in the conduct of trainings at the community level;
- Provide technical support to Field Workers/Community Organizers/Community Facilitators in the conduct of trainings in the area;
- Formulate, design and package project information materials;
- Provide overall direction on the project's overall campaign;
- Ensure community involvement by keeping stakeholders informed of project results using print, broadcast and electronic formats;
- Convene and manage public events;
- Work closely with the Area Supervisors in the conduct of trainings at the community level;
- Perform any other work related duties and responsibilities that may be assigned by the Project Director

Qualifications

- At least 7 years experience in project management and project supervisory level any of the following areas: Gender and Development, Sustainable Livelihoods, Disaster Risk Reduction and Management, and Participatory Governance;
- At least 4 years experience in developing IEC materials;
- Is able to manage and handle trainings in any of the following topics gender, leadership, and communication development;

- Enthusiastic, self-motivated, and independent worker;
- Work well under pressure and takes deadlines seriously;
- Strong communication and facilitation skills;
- Excellent writing skills;
- Proven ability to work effectively and creatively with diverse people and groups;
- Willingness to work a flexible schedule including evenings and weekends;
- Ability and willingness to travel;
- Computer proficient in Microsoft Word, Excel and PowerPoint and a willingness to develop additional skills as needed.

Interested applicants should send a cover letter and resume/CV to: a2dproject@gmail.com **on or before September 30, 2014**