

Vacancy notice

Officer – Inclusive Governance

Job Reference: CIV2224



CARE is an international humanitarian and development organisation fighting global poverty, with a vision to which focuses on empowering women and girls to fight poverty and bring lasting change to their communities. We work in over 80 countries around the world. We work with partners to achieve lasting results for marginalized communities.

CARE International in Vanuatu (CARE in Vanuatu) has a focus on Gender Equality, Disaster Risk Reduction (DRR), Climate Change Adaptation (CCA), Humanitarian Preparedness and Emergency Response & Recovery and Inclusive Governance.

CARE in Vanuatu is looking for 2 Officers to support the effective implementation of the inclusive Governance Project. This position is based in Tanna with regular travel to communities in Tanna and Tafea Outerislands.

The Inclusive Governance Project is a pilot project to test new approaches to working with communities and Area Councils to strengthen inclusive planning processes. The project will be working with communities, Area Council(s), Tafea Province, and the Department of Local Authorities, and aims to increase the active engagement of communities in Area Council Development planning processes and positively influence the quality, efficiency and accountability with which planning and service delivery is implemented. The project will be based on an adapted version of the CARE International Community Scorecard (CSC) approach. The CSC brings together the demand side and the supply side of a particular service, as well as relevant government officials, to jointly analyse issues underlying service delivery problems and develop joint plans for improvement.

Your major responsibilities will be varied and will include:

- Supporting the effective and efficient implementation of the Inclusive Governance Project including community mobilization and facilitation of trainings
- Assisting in managing CARE's relationship with Tafea Provincial actors and liaising with other key provincial partners in the provincial sector
- Supporting the monitoring and evaluation of project activities ensuring participation of community members

REQUIRED EXPERIENCES AND QUALIFICATIONS:

In return for your commitment, you will benefit from ongoing professional development and a comprehensive benefits package.

- Minimum technical diploma and/or vocational training in Social Development, Inclusive Governance, Gender, and/or minimum 2-3 years relevant work experience, preferably in community based development work in gender projects and/or activity implementation with an International Non-Government Organisation (INGO);
- Proven experience in mobilising communities and facilitate action planning activities;
- Ability to deliver quality training and awareness activities;
- Fluent communication and facilitation skills in Bislama with good oral and written English;
- Ability to collect information and produce concise and accurate reports;
- Demonstrated organisational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Demonstrated ability to take direction and to work as part of a team;
- Demonstrated experience in following standard policies, procedures and processes;
- A willingness to learn about CARE, gender equality and women's empowerment activities;
- Proven ability in managing a budget and/or cash; and
- Basic IT Skills in Microsoft Office with knowledge in Microsoft Word and Excel

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to protecting the rights of children and protection from sexual exploitation and abuse.

CARE reserves the right to conduct background checks and screening procedures to ensure both child and work safe environment.

To find out more about this rewarding opportunity please send your cover letter and CV in English by October 11, 2022, quoting the reference number "CIV2224" as the subject of the email/letter.

Mail: Port Vila: Nelly Daniel, Human Resource Manager PO Box 1129 Port Vila Vanuatu

Tanna: Paul Shem Senior Administration Officer, Isangel, Tanna

Email: vli.vacancies@careint.org

Only successful candidates will be contacted for an interview.

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