



working together for people in need

## Education and Community Mobilization Assistant

|                                 |                         |
|---------------------------------|-------------------------|
| Location :                      | West Region of Cameroon |
| Application Deadline :          | 20-Feb-2022             |
| Type of Engagement:             | CDV                     |
| Languages Required :            | English/French          |
| Duration of Initial engagement: | One Year                |
| Start date of Assignment :      | Immediate               |

CDVTA is committed to achieving human resource diversity in terms of gender, religion, ethnicity and culture. Women and individuals from minority groups and indigenous groups are highly encouraged to apply. Applications to be treated with the strictest confidence.

### **Background**

Community Development Volunteers for Technical Assistance-CDVTA promotes volunteerism to support education and development in local communities. CDVTA equally enhances access to education, community mobilization and development as a foundation for further training, employment, economic independence and improved wellbeing. CDVTA Volunteers take part in various forms of volunteerism and play a role in development in bringing meaningful change in the lives of people and communities.

### **Duties and Responsibilities**

- Mobilize local school communities on the importance of education;
- Motivate the school communities to actively participate in PTA meetings and activities;
- Support PTA to play active role in school leadership and management;
- Conduct awareness-raising activities on social education and related activities targeted

communities;

- Draft regular reports on the activities;
- Liaise with relevant community stakeholders and organize meetings as appropriate;
- Develop in collaboration with local stakeholders local initiatives for implementation involving community members;
- Any other related tasks that may be required.

### **Competencies**

- Integrity and professionalism: demonstrated expertise in area of community mobilization, networking and leadership.
- Have strong ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and the ability to work independently under established procedures in sensitive environment, while exercising discretion, impartiality and neutrality;
- Have strong ability to manage information objectively, accurately and confidentially, responsive and client-oriented;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast with new developments in areas of food systems and natural resource management
- Planning and organizing: Have effective organizational and problem-solving skills and ability to manage assignments at short notice in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Communication: proven interpersonal skills; good spoken and written communication skills including the ability to prepare concise and clear reports; ability to conduct presentations, and to articulate positions and options concisely
- Flexibility, adaptability and ability as well as willingness to operate independently in potentially hazardous environments and including possible short-notice travels within the areas of operation; willingness to transfer to other duty stations within the area of operation as and when necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; as well as commitment towards CDVTA core values.

### **Additional Skills and Experience**

- Certificates, preferably in social sciences;
- Demonstrated interest and up to two years of experience in issues related to education and community mobilization;
- Previous experience in voluntary service;
- MUST be very experienced in the use of MS Office applications;
- MUST be fluent in spoken and written French and English,
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;

Applications and detailed CVs to be forwarded to this email address: [cdvtaprojects1998@gmail.com](mailto:cdvtaprojects1998@gmail.com) on or before the 20<sup>th</sup> February 2022. NB. Only soft-copies of application files, to be accepted. Phone calls or personal contacts will not be tolerated as this will disqualify the candidate. Only short-listed candidates will be invited for interview.



**CDVTA Head Office**

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