

## **Associate Project Officer**

Key expectation from the position:

- ☐ Should be able to supervise and guide Community Social Workers (CSWs) to ensure effective project implementation.
- ☐ Should have the capacity to monitor and evaluate the progress of CSWs in the field, ensuring alignment with project goals.
- ☐ Should be able to provide technical and emotional support to CSWs, addressing any challenges they face in the community.
- ☐ Should be able to ensure that CSWs maintain accurate documentation and reporting of project activities.
- ☐ Should have the capacity to review and analyze reports from CSWs and provide feedback for improvement.
- ☐ Should be able to coordinate with the Program Officer (PO) and ensure that field-level activities are executed as planned.
- ☐ Should be able to ensure the inclusion of vulnerable groups in all community activities and initiatives.
- ☐ Should have the capacity to facilitate capacity-building sessions and provide training for CSWs to enhance their skills.
- ☐ Should be able to engage with community stakeholders, including local leaders, to ensure project success.
- ☐ Should have the capacity to identify and mitigate risks or challenges in the project implementation at the community level.
- ☐ Should be able to contribute to program planning and strategy discussions with the PO.
- ☐ Should have the capacity to ensure that all project activities comply with organizational and donor requirements.
- ☐ Ability to coordinate with vendor, supplier and ensure timely compliance

Key Responsibility Areas:

- ☒ Provide oversight and guidance to CSWs in their day-to-day tasks.
- ☒ regularly assess the performance of CSWs and ensure project milestones are met.
- ☒ Offer hands-on support to CSWs for any challenges encountered in community Interactions.
- ☒ Ensure accurate and timely documentation of field activities by CSWs in Kobo.
- ☒ Analyze reports from CSWs and offer constructive feedback to enhance implementation.
- ☒ Collaborate with the PO to ensure alignment between field activities and program objectives.
- ☒ Guarantee that vulnerable groups are consistently included in project activities.

#### **KEY EXPECTATIONS-KEY RESPONSIBILITIES AREA-KEY PERFORMANCE INDICATORS**

- ☒ Organize training and support sessions to improve CSWs' efficiency and effectiveness.
- ☒ Liaise with community leaders, local stakeholders and block level administration to foster partnerships and ensure community support.
- ☒ Identify potential risks to project implementation and proactively address them.
- ☒ Contribute to the overall program strategy and activity planning with the PO.
- ☒ Ensure that all activities adhere to organizational and donor guidelines.

#### Key Performance Indicators (KRI):

- ☒ Conduct at least one supervision visits per month per CSW per BMG.
- ☒ Ensure 95% of project milestones are met by CSWs according to the project timeline.
- ☒ Provide timely resolution to 90% of challenges faced by CSWs.
- ☒ Ensure 100% of reports are submitted by CSWs on time, with 95% accuracy in Kobo.
- ☒ Ensure 80% of feedback provided to CSWs leads to measurable improvements in performance.
- ☒ Conduct bi-weekly updates with the PO on project activities.
- ☒ Achieve 90% inclusion of vulnerable groups in all community initiatives.

- ☒ Organize at least one capacity-building session per quarter for CSWs.
- ☒ Engage with at least 3 key community stakeholders monthly per BMG to support project goals.
- ☒ successfully address 90% of identified risks in community project execution.
- ☒ Provide actionable input in at least one program planning session per quarter.
- ☒ Maintain 100% adherence to organizational and donor guidelines in all project activities.
- ☒ Submission of monthly report with audited bills invoices, reports, evidences, participants list, media clipping etc by 18 th of each month
- ☒ Submission of monthly plan before 2 nd of each month to the PO