

ICAP – Columbia University
JOB DESCRIPTION

| | |
|----------------------------|--|
| Job Title: | Community Activity Officer |
| Reports To (Title): | Regional Team Lead and Epidemic Control Lead |
| Location: | Ngozi & Gitega, Burundi |
| Incumbent: | 2 |
| Date: | Until end of grant year 9/30/2022 and beyond if future funding is obtained |

POSITION SUMMARY

Working under the guidance and the direction of the Regional Team Lead and Epidemic Control Lead, the Community Activity Officer will provide technical assistance in the development and implementation of strategies, community interventions on HIV/AIDS and provide technical assistance in training community actors on interpersonal communication techniques as well as the effective use of communication tools.

MAJOR ACCOUNTABILITIES

- Coordinate and ensure adequate follow up of sub-contracted community CSOs (RBP+) for program implementation, follow up and reporting through regular meetings, data analysis, joint site visits and review of the technical reports.
- Develop criteria for selection of community relay workers, peer educators and participate in their selection, training and supervision
- Support training of community actors on interpersonal communication techniques as well as the effective use of communication tools;
- Support the establishment and strengthening of efficient multidisciplinary teams at sites level including community actors to ensure appropriate coordination of community outreach activities and linkage with community CSOs and other organizations working in the community
- Support the harmonization and standardization of community data collection tools;
- Support the use of results for evidence-based decision making in community programming;
- Strengthen the referral system by ensuring the link between the health facilities and the community as well as the organizational capacity of community structures;
- Ensure that community-based HIV prevention, care and treatment services are well coordinated, undertaken and / or strengthened;
- Ensure the initiation and / or strengthening of community-based quality comprehensive HIV prevention, care and treatment services
- Complete the detailed strategies for reviewing work plans, transmitting quarterly reports or any other reporting obligation;
- Participate in regular program review meetings, annual work plan development, ensure

- regular documentation and reporting on progress (monthly, quarterly)
- Establish and maintain professional relationships with other organizations working at the community level in Burundi, more specifically WIYIZIRE, GIR'ITEKA and EpiC

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's degree in Psychology, social sciences or other related fields
- At least 3 years of experience with supporting the harmonization and standardization of community data collection tools and strengthen the referral system by ensuring the link between the Health Facility and the community as well as the organizational capacity of community structures
- At least 3 years of professional experience in HIV/AIDS prevention and treatment with proven ability to coordinate the community activities of different stakeholders
- Experience in conducting training in health in general and on HIV / AIDS in particular
- At least 2 years of experience working in an NGO and ability to work in a team with minimal supervision.
- Excellent oral and written communication skills in French; proficient in English
- Experience in writing reports, training materials, guidelines, and standard operating procedures
- Experience working with complex programs involving short deadlines and multiple tasks, in coordination with multiple partners to achieve program results
- Proven skills in writing, formatting, presentation techniques and public communication.
- Knowledge of IT tools: good knowledge of Word, Excel, Power Point software and use of the Internet;
- Excellent oral and written communication skills in French; proficient in English

TRAVEL REQUIREMENTS

- The position will be based in Ngozi or Gitega, Burundi. There will be routine travel to ICAP supported sites.

| | |
|---------------------|-------------------------|
| Received by: | Date: |
| | <u>Signature</u> |