

RASTRIYA ROJGAR PRAWARDHAN KENDRA (RRPK)
LALBANDI, SARLAHI

Job Description

Position: Community Mobilizer

Base Station: Sarlahi(Balra Municipality/Parsa Rural Municipality)
Rautahat(Garuda Municipality/Mahadavnarayan Municipality)
Mahottari(Ekdara Rural Municipality/Samsi Rural Municipality) with frequent field visits to assigned communities.

Reports to: DRR and Humanitarian Field Officer

Supervises: Community Mobilizer (Nutrition)

Job Purpose

The Community Mobilizer is responsible for supporting the implementation of Disaster Risk Reduction (DRR) and humanitarian response activities at the community level under the RISE Project funded by the US Government and implemented by RRPK with technical support from World Vision International Nepal. The position will work closely with communities, local governments, Community Disaster Management Committees (CDMCs), schools, and community-based organizations to strengthen disaster preparedness, resilience, and effective emergency response through community mobilization, awareness, capacity building, and regular field monitoring.

1. Community Mobilization and Project Implementation

- Mobilize community members for implementation of DRR and humanitarian activities according to approved work plans.
- Facilitate the formation, strengthening, and regular functioning of Community Disaster Management Committees (CDMCs) and community groups.
- Organize and facilitate community meetings, orientations, awareness campaigns, training, workshops, and consultations.
- Support preparation and updating of community disaster risk profiles, hazard maps, vulnerability mapping, and disaster preparedness plans.
- Assist in conducting participatory disaster risk assessments and identifying local hazards, vulnerabilities, and capacities.
- Support implementation of community-based mitigation initiatives and preparedness activities.
- Promote inclusive participation of women, children, persons with disabilities, elderly people, and marginalized groups in project activities.
- Support community-based early warning system (EWS) activities and dissemination of early warning information.
- Assist during emergency response activities, rapid needs assessments, beneficiary identification, and relief distribution whenever required.

2. Capacity Building and Awareness

- Conduct awareness sessions on disaster preparedness, climate change adaptation, emergency response, health, hygiene, protection, and resilience.
- Support community volunteers and local groups in strengthening their knowledge and skills on disaster preparedness and response.
- Facilitate simulation exercises, mock drills, and emergency preparedness events following approved guidelines.
- Mobilize schools, youth clubs, women groups, and community-based organizations in DRR awareness campaigns and preparedness initiatives.
- Promote safe behaviors and community ownership of disaster risk reduction interventions.

3. Monitoring, Documentation and Reporting

- Collect field-level data and maintain accurate records of project activities and beneficiaries.
- Prepare activity reports, attendance sheets, meeting minutes, photographs, and success stories.
- Support beneficiary database updating and monitoring of project indicators.
- Identify implementation challenges and communicate them promptly to the Field Officer.
- Ensure quality implementation of activities according to project standards and timelines.
- Support monitoring visits conducted by RRPK, World Vision Nepal, local government, and donors.

4. Coordination and Networking

- Coordinate regularly with ward offices, municipalities, schools, health facilities, community organizations, and other local stakeholders.
- Maintain positive relationships with community leaders, local government representatives, and project beneficiaries.
- Participate in local coordination meetings as assigned by the Field Officer.
- Facilitate communication between communities and the project team.

5. Safeguarding, Accountability and Compliance

- Promote safeguarding, child protection, gender equality, disability inclusion, and accountability in all project activities.
- Ensure community feedback, complaints, and suggestions are documented and referred through established mechanisms.
- Comply with RRPK, World Vision Nepal, donor policies, humanitarian principles, Sphere Standards, and Core Humanitarian Standards (CHS).
- Perform other project-related responsibilities assigned by the Field Officer or Project Coordinator.

Qualifications and Experience

Education

- Intermediate (+2) or Diploma in Social Work, Rural Development, Disaster Management, Social Sciences, Community Development, Health or a related field. Bachelor's degree is preferred.

Experience

- Minimum one year of experience in community mobilization, DRR, humanitarian response, community development, or livelihood projects.
- Experience working with local governments, community groups, schools, and vulnerable communities is preferred.

Technical Knowledge and Skills

- Basic understanding of Disaster Risk Reduction and Management (DRRM) concepts.
- Knowledge of community mobilization and participatory facilitation techniques.
- Good interpersonal, communication, and facilitation skills.
- Ability to conduct community meetings and awareness sessions.
- Basic skills in documentation, reporting, and data collection.
- Ability to use smartphones or tablets for digital data collection is an asset.
- Fluency in Nepali and local languages; basic English communication skills are desirable.
- Willingness to travel extensively within project communities.
- Ability to work effectively in multicultural and challenging field environments.