**JOB DESCRIPTION**

**Job title:** Social Organizer (Female)

**Job Location**: District Thatta

**Position:** Full time 5 months’ fix contract

**Experience**: 2 to 3 years

**Qualification:** Master in Social Sciences (Preference will be given to Sociology, Anthropology, Social Work, Development Studies)

**Reports to**: General Manager Programs

**Language Requirement**: The candidate must have good writing and speaking Sindhi skills and knowledge of English, Urdu will be additional advantage. She must have ability to work effectively with colleagues from varied cultures and professional backgrounds.

**Job Description of Social Organizer**

* Meeting with the local community for CO formation
* Women CO formation separately at village level
* Conduct CMST training for women CO representatives at village level
* Give Project Orientation at community level
* Develop term of partnership TOP for community organization
* Sign TOP between CO and Indus Erath Trust
* Identify the members for project management committee
* Conduct fortnightly meetings with community
* Update community meeting record and resolutions
* Make sure to community contribution for civil works of the project.
* Identify the Energy community resource persons among the village youth with consultation of women CO.
* Open community joint bank account for savings and monthly billing recovery.
* Facilitate local community in major project activities e.g. (Understanding of Key indicators of Project, Financial activities, Record keeping, Banking activities if any)
* Establish monthly billing mechanism for community and make sure the monthly payments
* Develop the O&M committee with the consultation of women CO
* Develop project sustainability Plan

**Core Competencies**

* Social Mobilization process and Implementation
* Capable to deliver CMST Training
* Community management in energy projects
* Record keeping at community level
* Community contribution
* Project sustainability Plan