



**GOVERNMENT OF GRENADA
MINISTRY OF FINANCE AND ENERGY**

The Basic Needs Trust Fund (BNTF) is a poverty reduction programme of the Caribbean Development Bank (CDB) with ten participating borrowing member countries, which includes Grenada. Its mission is “to be a community development programme that supports health, education, water & sanitation, community access & drainage, and economic activities; through skills training, organisational development, infrastructure, and services”.

The BNTF Programme seeks to provide resources to poor communities to improve access to basic infrastructure services, provide temporary employment, enhance economic activity through skills enhancement; and reduce beneficiaries’ economic and social vulnerability to risks that impact on income and well being. Active engagement with the community is a priority for the Programme.

The BNTF project in Grenada is executed by the Ministry of Finance through an Implementing Agency (IA), which is the BNTF Office. The IA is responsible for the day to day operations of the project. However, as part of its overall management, an Oversight Entity (OE) has been established to provide guidance and direction. The BNTF project now seeks to hire a Community Liaison Officer (CLO) to complement the staff of the IA.

Applications are invited from suitably qualified persons to fill the position of **Community Liaison Officer** for the BNTF project.

1.0 JOB SUMMARY

1.01 The Community Liaison Officer (CLO) will be responsible to the Project Manager (PM) for the active involvement of communities in the identification, formulation and implementation of all sub-projects funded by the project. The CLO is expected to take the lead for the Implementing Agency, BNTF, in project cycle activities related to skills training sub-projects. The CLO will form part of a team for livelihoods sub-projects.

2.0 DUTIES

2.01 The duties of the CLO are:

- (a) Marketing the BNTF project capability and generating the pipeline of projects, involving close contacts and face to face interaction with target groups in communities, publicity, community consultations, invitations to bid and other methods approved by the PM and based on the policies and guidelines of the programme.
- (b) Selecting the most attractive of identified projects based on programme guidelines and procedures and present same to the PM, OE and CDB for approval.
- (c) Coordinating internal technical inputs and requesting the support of Project Preparation Specialist (PPS) in preparing the selected sub-projects and sector portfolios.
- (d) Organizing and implementing the Community Needs and Assets Assessment (CNAA) for each of the selected sub-project which involves conducting transect walks and community meetings in collaboration with stakeholders, guiding the formation of Project Monitoring Committees (PMCs) for the implementation of each sub-project and preparing appropriate briefs to discuss with members of the community, the community's contribution to the design and implementation of prospective sub-projects.
- (e) Working closely with the PM, other funding partners, other sub-project sponsors, the PPS expert, project engineer, engineering consultant and beneficiaries to prepare sub-project documentation for submission to the Oversight Entity and CDB for review and approval.
- (f) Updating the data management system with sub-project and sector portfolio information to facilitate the approval process.
- (g) Coordinating implementation of sub-projects and requesting the support of the Implementation Support Specialist as may be required.
- (h) Providing timely inputs to the PM for the planning process, specifically estimates of the number and value of sub-projects that could be expected over the planning period (annual).
- (i) Providing training to communities and sensitization to assist in strengthening capacity of NGOS, CBOs, FBOs and community leaders to provide quality inputs throughout the sub-project cycle.
- (j) Liaising throughout the project cycle with the project sponsors and beneficiaries at the community level.

3.0 QUALIFICATIONS

3.01 The CLO is expected to have at least a Bachelor's Degree in Sociology or Rural Development or in a related field with at least five years' relevant project experience working with rural communities and in the application of participatory methods. Proficient computer skills are required. Administrative and management competence would be an asset. A key personal trait would be practicality as it relates to making the project work and generate impact (outcome). Good written and oral communication skills are required.

4.0 PERFORMANCE INDICATORS

4.01 Performance in this role will be measured against the following and specific targets will be formulated on an annual basis:

- (a) The volume of projects (number and \$) planned and achieved
- (b) The mix of projects (sectors, beneficiaries) planned and achieved
- (c) The innovation displayed in the projects (new approaches, new areas)
- (d) Beneficiary and partner feedback

5.0 SALARY

5.01 Salary commensurate with qualifications and experience

Interested persons should forward application and resume **no later than January 27, 2017** to:

The Chairperson
Oversight Entity, BNTF
C/O Ministry of Finance and Energy
The Carenage
St. George's
Grenada

Email: Kim.Frederick@gov.gd and copied to bntfgrenadapm@gmail.com

Applications received after January 27, 2017 would not be considered and unsuitable applications would not be acknowledged.

Please note that the Ministry of Finance reserves the right to terminate the recruitment process at any point prior to the award of a contract, without incurring any liability to any applicant.