

VACANCY ANNOUNCEMENT COMMUNITY LIAISON OFFICER

Applications are invited from suitably qualified persons for the post of **Community Liaison Officer (CLO)**, Basic Needs Trust Fund (BNTF) Programme. The CLO is responsible to the Project Manager (PM) for facilitating the active involvement of communities in the identification, formation and implementation of all sub-projects funded by the Project. The CLO is expected to take the lead for the Implementing Agency (IA) team in project cycle activities related to skills training sub-projects.

Applicants must possess the following qualifications:

- At least a Bachelor's Degree in Sociology or Rural Development or in a related field
- At least five (5) years relevant project experience working with rural communities and in the application of participatory methods
- Proficient computer skills to include use of spreadsheets, database management and word processing
- Competent administrative and management skills
- Good written and oral communication skills
- Ability to work effectively under pressure
- Ability to execute duties/assignments within established timelines and by deadline
- Proficient use of project tracking tools/software

Further information including Terms of Reference can be obtained at the BNTF Office on 21 Kennedy Avenue, Roseau. Telephone: 266-5920, 266-5917
E-mail: bntf@dominica.gov.dm

Applications including certified copies of certificates, professional accomplishments and detailed Curriculum Vitae should be submitted to:

The Project Manager
Basic Needs Trust Fund
21 Kennedy Avenue
Roseau
Commonwealth of Dominica

To reach no later than **3:00 p.m. Friday June 28, 2024.**