



**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: COMMUNITY DEVELOPMENT OFFICER**

**JOB SUMMARY:**

The Land Settlement Agency is responsible for the social development of residents within squatting communities, through community development initiatives. The Community Development Officer is responsible for implementing and monitoring community development activities, including undertaking conflict resolutions, conducting surveys, and communicating with community groups and external agencies.

**REPORTS TO:**

- Manager, Community Development Unit

**SUPERVISION GIVEN TO:**

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**DUTIES AND RESPONSIBILITIES:**

- Identifies, facilitates and coordinates community development projects and programmes
- Liaises with related agencies such as community groups, governmental and non-governmental organisations to effect collaborative approach to community development
- Interfaces with other LSA professional and non-professional LSA staff involved in the community development matters
- Educates and counsels beneficiaries on all aspects of Squatter Regularisation and mediates in situations of possible conflict
- Conducts / uses field surveys to inform development activities
- Performs other related duties

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Knowledge in analysing in Quantitative and Qualitative Data
- Considerable knowledge in an experience of the principles and practices of community development

**SKILLS AND ABILITIES:**

- Mediation Skills would be an asset
- Proficient in Microsoft Office Suite
- Good communication (oral and writing) skills
- Ability to work in teams, with initiative and be able to work unsupervised

**MINIMUM EXPERIENCE AND TRAINING:**

- First Degree in Social Work, Sociology, Psychology or a related field from a recognized University.
- Minimum of three (3) years' experience in the field of community development and social work.
- Any equivalent combination of experience and training.