



Position: Community Saving and Loan Facilitator – NZ DRP

Project Title: COVID-19 & Flooding Economic Recovery and Food Security (ERFS)

Location: Viqueque Municipality

Duration: 1 year

Reporting to: Project Manager

Supervises: None

Project Information: The latest COVID19 outbreak in Dili, and extended to Viqueque and other districts, began in March and was compounded by the flooding at the beginning of April. Through this project, ADRA TL will address food security impacts caused by both the floods and COVID-19 in rural communities in Viqueque. Beginning with the restoration of irrigation canals and the provision of rice seeds, as well as facilitating early recovery through provision horticulture seeds and water systems for selected kitchen gardens. Further, ADRA's early recovery response strategy includes increasing the number of village savings and loans schemes and provide grant to established VSLA (Village Saving and Loans Associations).

Position Purpose: The Saving and Loan Facilitator directly works with village saving and loan groups and local partners related to saving and loan activities. The main responsibility is to introduce the Village Saving and Loan Association (VSLA) methodology and to establish new groups within ADRA's existing project location, to mentor the existing saving and loan groups, to distribute small grants to those meet the criteria and to guide the establishment of the Association of VSL groups.

Key Responsibilities

- Assist the project to prepare the annual detailed implementation plan (DIP) and monthly plan in his/her portfolio.
- Identify and expand the implementation of VSLA program through introduction of the program to new communities.
- Monitoring, supervision and mentoring of the existing VSLA groups on necessary systems, procedures, management capability and staffing to manage the groups.

- Serve as a group facilitator to convene or intervene with VSL groups that need a neutral facilitator to help the group identify, solve problems and /or make decisions.
- Building network and raising awareness on VSLA program to the local leaders.
- Guide the establishment and implementation of the association of VSLA groups.
- Monthly data gathering and monthly report of VSLA status.
- Facilitate the training sessions to VSL groups such as training related to gender, disability and inclusion in general.
- Maintain regular communication with the Project Manager and actively participate in weekly planning/review meetings with team members.

Education, Experience, and Competency Requirements

- Diploma in business management or related subjects
- Minimum 3 years' hands-on experience in any type of village saving and loan or micro credit program
- Strong technical knowledge and skills in saving and loan or micro credit program.
- Strong interpersonal and communication skills including the ability to build good working relationships.
- Self-motivated and team player.
- Ability to be flexible, creative, and able to work well in challenging environments.
- Computer skills, particularly Microsoft Excel and Word.
- Able to ride motorcycle and have valid license

Female candidates are encouraged to apply.

ADRA Timor-Leste is a child safe organisation and screens applicants for suitability to work with children, the successful applicant will be required to undergo background checks according to ADRA's Preventing Sexual Exploitation and Abuse Policy and Child Protection Code of Conduct and Policy.

To apply for this position, please send a cover letter and CV highlighting the required criteria above to domingos.sinorio@adra.tl or in person at ADRA office Travessa Hali Mesak, Delta 2, Dili. Contact 77343963. Please put the name of the position applied in the email subject.

Closing date: 24 May 2021 09:30 AM