

Community Development Facilitator – Afar, Megale and Erebti Woreda

Dan Church Aid (DCA) is a Denmark-based international NGO registered under certificate # 1083 by the Authority for Civil Society Organizations and working to improve the wellbeing of particularly the rural and pre-urban people in Ethiopia. DCA's Programme mainly focus on save live, building resilience and fighting inequality targeting highly disaster-prone areas in Oromia, Amhara, Afar, South Omo and Gambella regions.

DCA Ethiopia Office is looking for a competent **Emergency Community Development Facilitator for ET-RRM Tier 2 conflict response.**

Vacancy Number: DCA-Eth/VA-022/2026

Vacancy Date: October 28,2026

Post Title: Community Development Facilitator

Required number: Two

Type of Contract: Upto Jan 07,2027

Duty Station: Afar, one for Erebti Woreda and one for Megale Woreda.

Please indicate to which woreda you are applying.

Reporting to: Emergency Food Security and Livelihood Officer

Expected Start Date: As soon as possible

Application Deadline: November 04,2026

Salary Range: As per DCA salary Scale

Position Objective

The Community Development Facilitator (CDF) supports implementation of the Ethiopia Emergency Rapid Response Mechanism (ET-RRM) project in Megale and Erebti woredas of the Afar Region. The position works closely with the DCA Afar field team, local authorities, community structures, and service providers to assist households affected by the recent conflict. Key responsibilities include beneficiary targeting and registration through RR-Collect, community mobilization, delivery of multipurpose cash assistance (MPCA) and emergency shelter and non-food items (ESNFI), and support for community-based child protection and gender-based violence (GBV) prevention and response. The CDF is also responsible for promoting safe, inclusive, and accountable engagement with affected communities throughout project implementation.

Purpose

- Lead beneficiary targeting, verification, registration, and distribution of MPCA and ESNFI for affected households in line with approved criteria.
- Register MPCA beneficiaries through RR-Collect and verify that the required information is complete and accurate.
- Support the planning and orderly implementation of community-level emergency response activities.
- Organize and mobilize affected community members in line with project objectives and agreed implementation plans.
- Facilitate the timely delivery of MPCA to targeted households through the RedRose platform.
- Provide technical and operational support to community members when required.
- Ensure that project activities respect local culture, community priorities, and the principles of safe, dignified, and inclusive assistance.

Engagement

- Build and maintain working relationships with community leaders, local government offices, service providers, and other stakeholder groups.

- Liaise with relevant service providers to arrange awareness sessions on child protection and the prevention of gender-based violence.
- Support the field team with the printing, activation, and management of smart cards through the RedRose database.
- Promote the meaningful participation of marginalized groups, including women, youth, older people, and persons with disabilities.
- Facilitate community dialogue sessions and awareness activities.
- Serve as the first point of contact for community complaints and feedback, document each case, and refer it through the appropriate channel.
- Coordinate closely with the wider project team to maintain consistent and well-organized field implementation.

Delivery

- Provide regular field updates and activity reports to the ELFS Coordinator.
- Collect, verify, and organize beneficiary information using digital platforms, including RR-Collect and RedRose.
- Facilitate timely MPCA payments in coordination with the DCA team, participating banks, and other relevant parties through the RedRose platform.
- Track referrals made by community volunteers and follow up with responsible service providers to support timely and appropriate responses.
- Support ESNFI distribution to targeted households and maintain accurate distribution records.
- Monitor activity progress and support post-distribution monitoring and follow-up.
- Identify operational risks, access constraints, data issues, and other implementation challenges, and report them promptly.
- Support the field office in organizing training sessions, community events, and mid-term review meetings.
- Maintain complete and accurate records of project participants, cash payments, ESNFI distributions, referrals, complaints, and other activities.

Other

- Participate in needs assessments, rapid surveys, and related data collection.
- Contribute to the implementation of complaint-handling mechanisms.
- Support monitoring, learning, and evaluation activities.
- Carry out any additional tasks assigned by the Field Officer or office with due diligence

Job Requirement

- Minimum Diploma in social science, Development Studies, Sociology, Social Work, Rural Development, Economics, Disaster Risk Management, or another related field.
- At least 2 years of relevant field-level experience and Practical Experience of Redrose database and using digital data-collection or MPCA assistance-delivery platforms such as RR-Collect, RedRose, KoboToolbox, or similar systems is an advantage.
- Experience in MPCA, ESNFI Distribution, community mobilization, beneficiary targeting and registration, distribution monitoring, complaints and feedback handling, and field-level reporting.
- Good communication, facilitation, organization, and problem-solving skills, with the ability to work respectfully with diverse communities and under field conditions.
- Ability to prepare clear activity updates and reports and to maintain accurate beneficiary and distribution records.
- Basic computer skills including MS Word, Excel, PowerPoint, and Outlook
- Knowledge of the local operational context is an advantage
- Proficient in English language
- Fluency in local language is mandatory

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How to apply

Interested and qualified applicants should apply for the post via the below link

DCA is an equal opportunity employer, and all interested candidates are encouraged to apply regardless of age, race, gender, marital status and religious, political or ethnic affiliation. Please don't mention your religious or ethnic affiliation in your application.

Applicants may submit their application documents to the addresses listed below.

DCA Afar Field Office – Berhale Town.

Première Urgence Internationale (PUI) Office – Abala Town, in front of the boarding school, near the ATVET College or Mercy Corps Abala office.

EOC-DICAC Semera Office – Near Dobi Hotel.

Please clearly indicate the Woreda you are applying for in your application letter.

Note: Only the application letter and CV should be submitted.

Only shortlisted candidates will be contacted.