



JOB DESCRIPTION

Name of Staff:	Position Title: Community Engagement and Accountability (CEA) Officer
Department: PMER	Reports to: PMER Manager and IFRC
Directly Reports to: Catherine Larracas	Location: NHQ
Purpose Statement	
<p>The Community Engagement and Accountability (CEA) Officer will work with all PRC departments to support the institutionalization of CEA within programmes and operations at all levels. The Officer will receive guidance and support from the IFRC Asia Pacific Regional Office to develop and implement CEA activities in the PRC.</p>	
Key Result Area:	Duties and Responsibilities:
<p>A. Objective 1: Capture and share evidence of the impact of CEA for organizational learning and improvement, profiling and fundraising</p>	<ul style="list-style-type: none"> ● Integrate CEA sessions into sector trainings (Comms, PMER, etc.) ● Collaboration with the workplan of the PMER Office ● Support the development and dissemination of a CEA strategy for PRC ● Act as a focal point and advisor for PRC on CEA-related issues. ● Raise awareness of the importance of CEA with senior management, staff, and volunteers through presentations and briefing and sensitization sessions. ● Engage with other key partners such as PNSs, ICRC and UN agencies to coordinate activities and provide support for joint initiatives. ● Conduct field visits to chapters/branches to gather information, map existing CEA approaches and tools used by PRC, and identify any areas for strengthening or recommendations for developing new ones.
<p>B. Objective 2: Capture and share evidence of the impact of CEA for organizational learning and improvement, profiling and fundraising</p>	<ul style="list-style-type: none"> ● Prepare case studies documenting CEA in programs, challenges and lessons learned (In NHQ level, highlighting programs of each services DMS, VS, Health, Welfare, SS, and NBS) ● Produce and share case studies or other communication materials about PRC CEA