



JOB DESCRIPTION

Job Title: Community Dialogue Notetaker

Location: Freetown

Responsible to: Social Marketing and Behaviour Change Communications (SMBCC) Supervisor

GOAL is long established in Sierra Leone and has teams in Western Area Urban Freetown, Kambia and Kenema Districts. We contribute to poverty and vulnerability reduction. We focus on maternal, child and adolescent health, rural water supply and sanitation marketing, urban waste management and promoting social inclusion and decent work.

GOAL is looking for a highly qualified and motivated Sierra Leonean to join our team and partners to improve the WASH programme with a focus on community dialogues. Candidates are invited to apply for the vacant post, with details provided below:

Overall Purpose of the Role:

The SMBCC Supervisor will lead community dialogues sessions focused on Sanitation in three wards in Freetown. As the SMBCC Supervisor will be facilitating the sessions, they will be unable to capture all important information and questions from participants. Therefore, the Community Dialogue Notetaker will support the SMBCC Supervisor by carefully listening to the participants and facilitator to write clear and accurate notes from the sessions. These notes will need to be typed, edited, and shared with the SMBCC Supervisor and WASH Advisor. These notes will be essential for reviewing discussions to help the SMBCC plan for the next activity and for reference purpose in order to scale up implementation.

To succeed in this role, you must be either a degree-seeking or recent graduate with experience in detailed conversational note taking and typing and editing Microsoft Word. Ability to speak both English and Krio and write in English.

Main duties and responsibilities

To provide the SMBCC Supervisor with an accurate and full account of the discussion conveyed in the community dialogue sessions.

1. To ensure notes are clear and comprehensive. This requires fast and accurate, legible handwriting and accurate spelling.
2. To provide notes to the SMBCC supervisor within a timely manner, in an agreed format.

3. To maintain regular contact with the SMBCC supervisor from the outset of your work
4. Work in a professional, helpful and flexible manner, always maintaining confidentiality.

Essential Qualifications:

1. Evidence of education up to diploma (or equivalent) level or evidence of degree in-progress, focusing on Community Development, Health, Sanitation, Social Sciences or related fields
2. Accurate spelling skills
3. Good IT skills (notes often need to be typed up and formatted).
4. Clear and legible handwriting at speed
5. Ability to work on own initiative, independently and to meet deadlines
6. Well organized, punctual and reliable

Desirable Qualifications:

Previous experience of taking notes for community meetings or focus groups with multiple participants

Previous experience with Water, Sanitation, and Hygiene (WASH) in Sierra Leone

Required Qualification:

Degree in-progress or recent graduate focusing on Community Development, Health, Sanitation, Social Sciences or related fields

Required languages:

English

Krio

Required general skills:

Excellent communication and note taking skills

Ability to be adaptable and flexible

Ability and willingness to work under pressure