

**Position: Community Engagement Assistant**

**Responsible to: Project Officer**

**Location: Borno**

**Line Management: N/A**

**Grade: 5**

**Job Purpose**

The post holder will be responsible for ensuring active community engagement and information sharing at project locations; planning and implementing activities related to community mobilization, awareness creation, and information dissemination to effectively reach and involve community members, and other activities under the M&A project.

**Specific Responsibilities**

* Ensure community engagement and mobilization as per project requirements.
* Work as part of a team to design, plan, execute, and monitor community-based activities, ensuring that communities can freely and safely voice their needs and preferences.
* Help to plan and carry out community mobilization, awareness creation/sensitization, and information dissemination activities.
* Complete reports on project activities, including good quality activity photos, documentation of feedback from community engagement sessions, and the proactive sharing of lessons learned.
* Assist in keeping records of all community-based activities.
* The community engagement assistant will establish and maintain strong relationships with community leaders/members and stakeholders to enhance community trust and cooperation.
* Contribute to the weekly and monthly reporting of the project in project locations.
* Conduct sensitization of the persons we serve and the community on pre and post-distribution information (entitlement, available feedback channels)
* Plan and implement agreed project activities with support from the Supervisor.
* Establish regular coordination and liaison with community leaders and CPs.

**Key Working Relationships**

**Internal Relationships:** Entire AAN staff

**External Relationships:** Communities and other stakeholders

**Persons Specifications**

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| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * Minimum of National Diploma in Social Sciences/ Art or related field. | * Membership of relevant professional bodies and agencies |
| **Experience** | * Minimum of two (2) years’ experience working in humanitarian responses context with a strong focus on both quantitative and qualitative research methodologies. * Experience in organizing and managing community events. * Previous experience in Third Party Monitoring (TPM) is an asset. * Proven ability to interact with community members, leaders, and partners. * Background in addressing community concerns and resolving issues effectively. * Strong skills with the Microsoft Office Suite (Word, Excel, PowerPoint), Google Drive, and other cloud-based software tools * Experience using ODK for quantitative data collection. | * Related experience on WFP funded project   . |
| **Skill Abilities** | * Positive attitude and willingness to learn. * Excellent communication and time management skills. * Ability to operate in a cross-cultural environment requiring flexibility * Fluency in written and spoken fluency in English is a must; additional fluency in Hausa is preferred * Ability to work independently. * Willing to work in security-prone areas * Internal and External Relations * Proven strong and charismatic management and leadership skills and experience. * Excellent strategic planning skills * Tact and diplomacy * Appreciation for confidentiality |  |
| **Personal Qualities** | * Excellent knowledge on the management key stakeholders and community mobilisation. * Ability to work under pressure in a multicultural and complex environment. * A strong commitment to poverty reduction, accountability and good governance works. * A team player. * A strong commitment to human rights and socio- economic justice and proven track record in exercising human rights. * An appreciation of the need for innovative ways of learning and knowledge development. * Excellent interpersonal skills. * Flexibility to travel. * Willing to work additional hours at crucial times. * Self-motivated person able to work without close supervision. * Effectively promote AAN’s mission, values and objectives * Able to work effectively in a diverse team environment. * Able to work accurately, with attention to details |  |

**Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Engagement Assistant**

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Coordinator**