

**Position: Programme Assistant, Community Outreach**

**Responsible to: Protection Officer**

**Location: Bade -Borno (1), Shani – Borno (1)**

**Line Management: N/A**

**Grade: 5**

**Job Purpose**

S/he will be responsible for information sharing to the affected population; creating awareness and sensitization on frequently Asked Questions (FAQs), Pre and Post-distribution information (entitlement, available feedback channels and any other information as may be communicated) and other activities under the BMZ project.

**Specific Responsibilities**

* Community Outreach Worker will work to increase the community’s understanding of the BMZ project (Accountability to Affected Population and Social Cohesion and Peacebuilding) within the implementing locations.
* The Community Outreach Worker will also contribute to the weekly and monthly reporting of the project in Shani and Bade LGAs.
* Conduct sensitization of the persons we serve and the community on pre-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, other NGOs, service providers, and local organizations etc.
* Under the supervision of protection officer and communication and information tracking officer, take lead in all forms of outreach activities at the community level.
* Mentor the Community structures on issues related to information sharing.
* Generate key sensitization messages from the FAQs.
* Support the process of community-based referrals of all kinds to relevant actors.
* Support at least one cooking demonstration session to every peer mother support group within the targeted locations.
* Sensitize the community to seek services during the outreach activities and mass campaigns.
* Support in the production of radio messages in both states
* Execute any other tasks as requested by the supervisor in charge.

**Internal Relationships:** Entire AAN staff

**External Relationships:** Communities and other stakeholders

**Persons Specifications**

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| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * National diploma in social sciences or arts/humanities | * Membership of relevant professional bodies and agencies |
| **Experience** | * Minimum of 2 years practical experience in related position. * Experience in awareness creation. * Experience on impactfully engaging with stakeholders and advocacy initiatives. * Experience working with partners, stakeholders in social cohesion initiatives desirable. | * Related experience on WFP funded project   . |
| **Skill Abilities** | * Strong communication and writing skills. * Excellent report-writing skills * Highly numerate * Negotiation skills * Excellent research and analytical skills * Proven strong and charismatic management and leadership skills and experience. * Excellent strategic planning skills * Demonstrable IT 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. * Ability to produce reports and high-level conflict analysis. * 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Programme Assistant, Community Outreach**

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

**Protection Officer, Maiduguri**