

**JOB DESCRIPTION**

**Position: Programme Assistant, Community Outreach**

**Responsible to: Programme Officer, Conflict and Peacebuilding**

**Location: Gashua, Yobe**

**Grade: 5**

**Line Management: None**

**Job Purpose:**

The post holder will play a central role in enhancing community engagement and ensuring effective communication between the project and the affected populations. The role focuses on disseminating accurate and timely information, creating awareness through community structures, and strengthening community-based mechanisms to support informed decision-making and access to services.

S/he will be responsible for mobilizing and coordinating with key community stakeholders such as peace clubs, local peace committees, rapid response teams, and local government officials to ensure the success of the BMZ project activities.

**Key Responsibilities**

**A. Community Engagement and Information Dissemination**

* Lead community-level outreach activities to share critical information related to project interventions, including entitlements, service availability, and feedback mechanisms.
* Conduct regular sensitization sessions based on Frequently Asked Questions (FAQs) to address community concerns and improve knowledge about the project.
* Facilitate pre- and post-distribution messaging campaigns, ensuring communities are well informed about distribution dates, locations, and eligibility criteria.
* Support in identifying and utilizing appropriate communication channels (e.g., community radio, mobile announcements, posters) tailored to the local context and languages.

**B. Collaboration with Community Structures**

* Establish and maintain strong working relationships with local peace clubs, local peace committees, traditional and religious leaders, women and youth groups, and other key influencers to foster community trust and participation.
* Coordinate closely with Local Government Authorities (LGAs) to align outreach activities with local priorities and ensure support for interventions.
* Provide capacity-building sessions for peace clubs and local peace committees on community dialogue, conflict resolution, and information sharing.

**C. Mentoring and Support to Community-Based Structures**

* Mentor and coach existing community structures (e.g., peer mother support groups, community volunteers) on effective communication strategies and how to guide beneficiaries through service pathways.
* Train and support Rapid Response Committees on community mobilization, early warning systems, and basic response protocols during emergencies or community disturbances.
* Encourage the active participation of community-based organizations and volunteer networks in outreach and awareness initiatives.

**D. Referrals and Service Linkages**

* Facilitate the community-based referral process by identifying needs and linking individuals to appropriate service providers, including protection, health, education, and livelihood actors.
* Follow up on referred cases to ensure services were received and document feedback to improve the referral process.

**E. Community Empowerment and Behavioral Change Communication**

* Organize and lead cooking demonstration sessions for each peer mother support group within targeted locations to promote nutrition-sensitive practices.
* Promote positive behavior changes by designing culturally sensitive messages aimed at improving health, hygiene, and protection outcomes in the community.
* Encourage community members to actively participate in mass campaigns and outreach service delivery events.

**F. Monitoring, Reporting, and Other Duties**

* Document outreach activities, attendance, and community feedback to inform program adjustments and learning.
* Contribute to periodic reporting, success stories, and case studies reflecting community impact.

**Key Working Relationships**

**Internal Relationships:** EntireAAN team

**External Relationships:** Communities and other stakeholders

**Persons Specifications**

|  |  |  |
| --- | --- | --- |
| **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) * Proven ability to interact with community members, leaders, and partners. * Background in addressing community concerns and resolving issues effectively. * Experience using ODK for quantitative data collection. | * Related experience on WFP funded project   . |
| **Skill Abilities** | * Strong skills with the Microsoft Office Suite (Word, Excel, PowerPoint), Google Drive, and other cloud-based software tools * 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 of key stakeholders and community mobilisation. * Ability to work under pressure in a multicultural and complex environment. * A team player. * 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Humanitarian and Resilience Specialist**