

Job Announcement

Job Title	Mobile Team Officer	Reports to	Mobile Team Leader
Work Type	Full time	Location	Baziyan/Sulaymaniyah
No. of Vacancies	1	Deadline to Apply	6/April/ 2021

Job Purpose

Under the supervision of the Mobile Team Leader, the Mobile Team officer is responsible for conducting psychosocial support activities through life skills activities, vocational activities, and awareness sessions for refugees, returnees, IDPs and host community members; providing adequate training that results in opportunities to increase reintegration in different areas in Sulaymaniyah.

The Mobile team Officer reports to the Mobile Team Leader. He/she is responsible for coordinating with local authorities and community action groups, and identifying the psychosocial and mental needs of populations in different areas.

Duties and Responsibilities

- Conduct a variety of structured and unstructured activities (recreational, psycho-social, life skills training, and social cohesion) for beneficiaries, catering to the various psycho-social needs of different beneficiary groups (adults, adolescents, children).
- Visiting different areas in Sulaymaniyah and identifying the needs of Refugees, IDPs, Returnees and the Host Community.
- Conduct assessments and service mapping where and when necessary based on the requirements of project, and report findings to the line manager.
- Provide administrative and technical support to the Mobile Team Leader and Project Manager (PM) including but not limited to scheduling, planning, monitoring & staff support.
- Register beneficiaries to the activities.
- Record all activities in the activity database
- Attend and report the meetings: CC monthly staff meeting, trainer meeting, cluster meeting etc.
- Engaging with beneficiaries of IDP, refugees and host community including different groups, such as children, youth, women, and parents' groups.
- Identifying IDP, refugee and host community interests and needs through assessments, and developing ways to meet them.
- Encouraging and influencing the development of training courses
- Identifying and organizing logistics for all the activities/center supplies.
- Facilitate needs fulfilment through the provision of counselling and/or referral services
- Facilitate information sessions, interactive discussions, activities and Focus Group Discussions to determine obstacles and solutions to the beneficiaries'/ stakeholders' social well-being and identifying gaps and needs.
- Coordinate and communicate with the local authorities, community stakeholders and relevant organizations.
- Supervise volunteers in outreach activities.

- Implement and supervise Community Action Groups (CAGs) and volunteers in awareness raising sessions and supervise volunteers in outreach activities through non-formal education activities with target groups (children, youth, adults).
- Collect/ share/ report success stories, photo stories, and case studies.
- Participate and work cooperatively within a team environment.
- Documentation, data collection, analysis, and final outcomes report for CC Coordinator.
- Documentation of all activities and outcomes and submitting regular reports.
- Ensure programming is on track in absence of direct supervisor, reporting daily on important issues that require supervisor feedback and decision making.
- Maintain daily attendance registers and monthly inventory sheets for each activity conducted.
- Ensure a safe, friendly and non-discriminatory environment is upheld during all activities.
- Participate in meetings and trainings in and outside the centers and/or in REACH offices when requested.
- Represent REACH and the project with relevant government and non-government agencies.
- Prepare monthly schedule and plan for training and ensure conducting the training.
- Provide training courses required for the refugees, returnees, IDP and host community.
- Follow policies and procedures of REACH.
- Ability to follow instructions and collaborate with his/her supervisor.

Qualification

- University Degree in a related field (Community Development, Social Work, Psychology, Public Relations etc);
- Two years of relevant work experience;
- Strong knowledge of psycho-social programming in the humanitarian context.
- Fluency in written and spoken English, Arabic and Kurdish, excellent writing and reporting skills.

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

- Community skills: knowledge and understanding of community and social issues with negotiation skills.
- Research and report writing skills with the ability to interpret and present data.
- Demonstrated flexibility and creativity in communicating, planning and problem solving, outreach and community work.
- Fluency in written and spoken English, Arabic and Kurdish, excellent writing and reporting skills.
- Proficiency with MS Office software required (Outlook, Word, Excel, PowerPoint, One Drive, Share Point, etc.).
- Proven ability to learn quickly, take initiative, and be accountable for results.
- Excellent listening skills and confidence in talking to people both in groups and on a one-to-one basis.
- Existing relationship with local government and community leaders is highly preferred.

How to apply?

please use the link below; First, copy the link and paste it into your browser, press enter

fill out the job application form and upload your CV and click Submit

Link: <https://ee.humanitarianresponse.info/x/#ck8J16n7>

Note: *Females highly encouraged to apply for this position.
Only short-listed candidates will be contacted for an interview.*

REACH Organization is an equal opportunity employer.