

Job Announcement

Job Title	Social Officer	Reports to	CC Coordinator
Work Type	Full time	Location	Bazian - Sulaymaniyah
No. of Vacancies	1	Deadline to Apply	6/April/2021

Job Purpose

The Community Center Social Officer is responsible for providing community based social services to identified groups (refugees, IDPs and host community), beneficiaries and families within targeted areas in order to protect and improve the social well-being and social cohesion.

Duties and Responsibilities

- Provide administrative and technical support to the Community Centre Coordinator (CCC) and Project Manager (PM) including but not limited to scheduling, planning, monitoring & staff support;
- Register beneficiaries to the activities.
- Individually advise and assist beneficiaries in accordance with Community Centre programs and schedules;
- 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 and groups, such as children, youth, women, and parents' groups.
- Identifying IDP, refugee and host community interests, needs through assessment; and ways to meet them;
- Encouraging and influencing the development of training;
- Identifying and organize 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 based 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, women, adults).
- Collect/ share/ report success and photo stories; and case studies.
- Participate and work cooperatively within a team environment.
- Documentation. Data collection, analysis, and final outcomes report for Coordinator.
- Documentation of all activities and outcomes. Submit regular reports.
- Ensure programming is on track in absence of direct supervisor, reporting daily on important issues that requires supervisor feedback and decision making.
- Perform other duties assigned by Program, Project managers and Coordinator as required.
- Ability to follow instructions and collaborate with his/her supervisor.

Qualification

- University education and/or training in a relevant field (sociology/ psychology, community development, public relations)
- A community center social officer must, at minimum, hold a certificate or an associate's degree in human services or another closely related field. A student enrolled in an associate's degree in human services may study crisis intervention, culturally sensitive human services practice, counseling theories and techniques, abnormal psychology and serving and surviving in human services.
- 2 years' experience in the same or related positions.
- Fluency in written and spoken English, Arabic and Kurdish, excellent writing and reporting skills.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated flexibility and creativity in communicating, planning and problem solving, outreach and community work.
- Demonstrated attention to details, ability to follow procedures, meet deadlines and work independently and cooperatively with team members is required.
- Proven ability to learn quickly, take initiative, and be accountable for results.
- Multi-tasking, prioritizing and simultaneous attention to detail
- 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.
- 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: Only short-listed candidates will be contacted for an interview.

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