



Job Description and Person Specification

Job Title	Social Organizer
Department	Program
Duty Location	Pind Dadan Khan, District Jhelum
Reports to	Program Coordinator

Overall Job Role:

The job purpose of this role is to ensure implementation of program intervention in the program area through social mobilization in the community and motivation of community for sustainable and participatory development.

Job Responsibilities:

1. Responsible for mobilizing the communities to play an effective role in promoting and protecting their basic rights.
2. Assist program staff in the overall planning, supervision, implementation, follow-up, monitoring and evaluation of the program activities.
3. Assist program staff in implementing program activities through active participation of children and target communities.
4. Responsible to develop detailed village profiles of each village that organization has selected for its intervention with specific reference to the population figures, services, and other human resource services.
5. Responsible for identification and training of community volunteers in the target communities as well as to supervise their work in the community.
6. Responsible for identification and verification of most vulnerable families and children and ensuring their participation in development activities.
7. Responsible for promoting Children's Rights in the communities with special reference to children's rights to protection, education, participation and non-discrimination at the community level.
8. Facilitating in organizing trainings for community members and community volunteers.
9. Conducting needs assessment in the target and surrounding communities, especially the children with an aim to implement program activities.
10. Preparing monthly and quarterly work plans, compile monthly progress reports on various program activities and submit to the program coordinator.
11. Responsible to prepare and submit daily field visit report (DVR) to Program Coordinator.
12. Responsible to maintain and update community groups' record and files in office and at field level as required.
13. To carry out other tasks as and when assigned by the Program Coordinator on behalf of the organization.

Person Specification:

Education & Certifications	Graduation from any HEC recognized institutions
Essential Experience	<ol style="list-style-type: none">1. At least two year experience of community mobilization, working with communities and delivery of training sessions for capacity building of local communities.2. Experience of formulating work plan and developing reports e.g. field visit report and activity reports.
Essential Knowledge	<ol style="list-style-type: none">1. Understanding of rights and needs and its connection with constitution.
Essential Skills	<ol style="list-style-type: none">1. Working knowledge of Microsoft Office e.g. Word, Excel and Inpage etc.2. Fluency in written and spoken Urdu and English3. Networking and coordination
Essential Abilities	<ol style="list-style-type: none">1. Physically fit to travel extensively2. Entrepreneur spirit for spotting opportunities to make difference in the lives of poor children, women and men.3. Ability to resolve issues at community and peer level