

Job Description and Person Specification

Job Title	Social Mobilizer
Department	Program
Duty Location	Chowk Azam Layyah Head Office
Reports To	Project Manager - SELP Project

JOB PURPOSE:

The job purpose of this role is to ensure program intervention in the program area. In order to contribute to the effective implementation for Strengthening Electoral and Legislative Process in the identified district, the Social Mobilizer will work under the direct supervision and guidance of the Project Manager (PM) and will ensure smooth functioning of the district /tehsil, level activities monthly reporting, implementation of project activities and project reviews/meetings.

SPECIFIC RESPONSIBILITIES:

- Assist PM for smooth execution of district / tehsil level activities .including following areas:
- Identification of reasons of Women’s NIC and voter under –registration in the assigned communities.
- Finalization of community mobilization plans.
- Listing of unregistered women through door to door campaigns.
- Mobilization of women for NIC and voter registration.
- Facilitation of women for NIC and voter registration.
- Coordinate and arrange meetings with ECP, NADRA, DVEC, offices bearers of political parties, district and local government officials and influential in the assigned communities to facilitate NIC registration process.
- Arrange and correspond for meetings with NADRA for facilitation /MRV request.
- Contribution in timely submission of all relevant MOVs against respective activities (such as block wise lists of non CNIC holder females , event reports, assessments, attendance sheet , photographs media , briefings scanned copies of token etc) And as defined in the mile-stone schedule ,on WNVRC-GMIS.
- Supervision /Coordination volunteers for field level activities.
- Timely submission of all Means of verification to PM or Data Entry Operator on daily basis for uploading to Grants Managements Information System (GMIS).

Person Specification:

Education & Certifications	<ol style="list-style-type: none">1. Graduation from any HEC recognized institutions
Essential Experience	<ol style="list-style-type: none">1. At least three year experience in community mobilization and advocacy in the targeted district i.e. Layyah.
Essential Knowledge	<ol style="list-style-type: none">1. Knowledge of relevant political rights field (s) (Women's voting rights and women electoral participation in general election) and political experience (i.e. acquisition of CNICS, voter registration of women) would be preferable.
Essential Skills	<ol style="list-style-type: none">1. Working knowledge of Microsoft Office e.g. Word, Excel and In-page etc. in mandatory2. Excellent communication and presentation skills required, along with the understanding of local language.3. Knowledge of English language will be considered an added advantage.
Essential Abilities	<ol style="list-style-type: none">1. Physically fit to travel extensively2. This position requires frequent/daily travel on motorbike. Applicant with personal traveling vehicle i.e. Motorbike will be preferred.3. Ability to resolve issues at community and peer level.