

JOB DESCRIPTION	
Job Title	Social Mobilizer
Reporting to	Project Coordinator
Responsible for	
Liases with	People in Need & Aasaman Nepal, Community, Schools, Ward, Palika local organization and agencies, and other like-minded organization
Location	Bara & Rautahat district, Karaiyamai and Barhagadi of Bara and Rajpur & Madhavnarayan of Rautahat
<p>Key Responsibilities</p> <p><u>Programme Development and Implementation:</u></p> <ul style="list-style-type: none"> • Community synthesizing, awareness on various community issues to promote girl's education focusing on married out of school adolescent girls and marginalized girls who are out of school. • Provide regular support and mentoring to female facilitators, and relevant project staffs on literacy, numeracy and life skills as per the project needs, in school programs • Take lead role to mobilize coach and support mentors, moving mentors, facilitators and support to plan, implement and document process and progress. Support mentors, moving mentors, facilitators to take lead role in initiating in school and community level events as well as Palika level events. • Lead, monitor and facilitate community meetings, dialogues, trainings, workshops and activities in the community level. • Establish and promote better coordination and linkage with Married Out of School Girls and Families, schools, community members, community learning centres, facilitators, community learning centres management committee, Change Champions, ward office/representatives, working municipalities and rural municipalities. • Support and facilitate in Gender Transformative Workshop in School Teachers, in school girls and in school boys. • Facilitate and take lead role in organizing community-based awareness campaigns on inclusive education in close coordination with schools, minded organizations, including municipalities and rural municipalities. • Documentation of all the project activities including best practices, case studies, promising practices and stories and project progress report them within given timeline. • Preparation compilation of periodic and event reports and timely submission to line manager. • Monitor, supervise and support directly to Adult champions. • Keeping record and regular update information, progress and data of respective community, schools, target groups, Adult Champions and other stakeholders. • Work jointly with Aasaman Nepal team to ensure program planning, implementation, recording reporting, coordination, complexity handling at field level <p><u>Financial Management:</u></p> <ul style="list-style-type: none"> • Maintain record of programme expenses in a standard format for settlement of advance and reimbursement. • Maintain record of Teaching Learning Materials and distribute in respective Community Learning Centres, schools as required. • <p><u>Operations/Logistic:</u></p>	

- Logistic arrangement, preparation for community level meetings, dialogues, trainings, workshops and activities in community level, school level and Palika level.
- Ensure participate community level gathering, meeting and campaigns of like-minded organizations, school, ward, Palika. Develop healthy rapport & coordination at all these levels.

GBV, child protection and safeguarding

- Work as a focal point of child protection and safeguard, and closely monitor, report maintain the risk register on child protection cases in targeted schools, Community Learning Centres.
- Initiate mitigation interventions in consultation with other team members, and available networks and provide referred and initiate followed up actions.
- Support to Girls and Inclusive Education Network at school level, Palika level to formation, mobilization of the network, community level events and recording/ reporting
- Closely work with available network to reduce the GBV, child protection and safeguarding issues in schools and community level, Palika level along with Community members, Change Champions, Facilitators, Safeguarding team.

Other Duties:

- Fulfil other appropriate level responsibilities as demand of the project.

Required Qualification

Essential

- +2 level / proficiency level equivalent with relevant experience
- Able to travel and stay, spend time in the community.
- coordination and relation building skills
- Communication & Facilitation skills
- Able to communicate effectively in Local Language
- Sensitive to GBV/child protection and child safeguarding issue
- Basic use MS Office, Ms excel
- Report writing, case study, success story
- Driving skill would be added value

At least 80% field visit and 20% based at respective district office

Female candidates from working Palika and district will be highly preferred