

SOCIAL AWARENESS CENTER(SAC) NEPAL

JOB DESCRIPTION

1. IDENTIFICATION

Name	
Position Title	Social Mobiliser
Work Unit	Pathways to Wellbeing, Empowerment and Resilience for Adolescents and Youth (POWER4AY) Project
Reports to	Project Coordinator
Coordination	Rural municipality, Wards, Schools, WCPC, MCPC, Child Club, Youth Club, Cooperatives, Health Facilities, Adolescent youth group, Youths committee and line agencies.
Work Station	Birendranagar Municipality and Barahatal Rural Municipality

2. PURPOSE

Purpose of the Position
<p>This incumbent plays role of overall managing and implementation of Pathways to Wellbeing, Empowerment and Resilience for Adolescents and Youth (POWER4AY) Project. This position expected to bring expertise in social Mobilization; Monitoring and reporting of the Project activities in the project implemented R/Municipalities & District. As part of program management team, the incumbent contributes for management of field activities delivery, managing performance and ensuring delivery of outputs in relation to the funding arrangements to meet requirement of Adolescent Youth Empowerment (AYE+) funded by Save the Children. The incumbent expected to contribute full-time at the R/Municipalities and district; this distribution will reviewed occasionally in coordination with SAC's Nepal Executive Director. The position maintains a close liaison and collaborative relationships are to maintained with Migrant families, Child clubs. youth Clubs , NGO partners, Health facilities, community groups, various Government line agencies and other relevant stakeholders in the respective Palika.</p>

3. Key Areas of Responsibilities

1. Planning and Budgeting

- Actively participate in the staff meeting and plan for timely, efficient and qualitative delivery of activities.
- To assist in finding out new strategies, innovations for making project interventions effective and achieve the goals of the project.
- Analysis the challenges and risks in advance and use strategies to mitigate it while implementing programmers.
- Assist in budget planning while making DIP and plan on monthly basis as per DIP.

2. Project Interventions

- Motivate entrepreneurs and support them promoting their business at larger scale.
- Work for the capacity development of youths, child clubs, youth information centers etc.
- Conduct meeting, workshops trainings and interactions in schools and communities.
- Facilitate in updating SIP, Child Club/youth club work plan, CCDRR Plan, Simulation activities.
- Identify possible youth/target group for Micro-Enterprises and Vocational Training.
- Facilitate schools strengthening schools system for the regularity and retention of children.
- Facilitate for enrolment campaigns to enroll drop out school age children.
- Facilitate entrepreneurs in making their business plan and provide mentoring counseling support.
- Ensure **GESI** while implementing project activities in the field.
- Ensure the **participation of disabled children, youths and people** in the programme activities.
- Facilitate community people to utilize local resources properly.
- Lead child right and youth right promotion activities in the field.
- Follow up bursary supported students and provide counseling regularly.
- Selection of extra-poor families for support and do regular support as per need.

3 Monitoring and Evaluation

- Regularly monitor the activities conducted in the field.
- Regularly visit Micro-entrepreneurs and business of participants of vocational training and monitor their income and progress.
- Facilitate the donor visits, organizational visits and stakeholder visits in the field.
- Share the learning generated with all the staffs and implement it.

4. Reporting and Documentation.

- Prepare monthly reports and submit to line manager as required timelines.

- ## 5. Coordination, collaboration and representation

- ## 6. Other Roles and Responsibilities

- #### 4. CERTIFICATION

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I approve the delegation of responsibilities outlined herein within the context of the attached Organizational structure.