

# Job Description



<b>Job Title</b>	Protection / Hygiene promoter officer	<b>Report to</b>	Project Manager
<b>Work type</b>	Full time	<b>Location</b>	Kirkuk
<b>No. of Vacancies</b>	1 Female	<b>Deadline for Apply</b>	8/8/2017

## Job Purpose

Protection / Hygiene promoter officer, in communities affected by conflict.

## Duties and Responsibilities

### DIMENSIONS:

- Represents the affiliate in coordination meetings and in external relationships.
- Plans and manages the resources of one or more sub-units,
- Helps shape local level objectives within in a specific team.
- The focus of the role can vary but has well-defined targets and/or minimum standards, and is both proactive and reactive
- Delegated authority to supervise volunteers and delegated projects/activities.
- Work pattern is a mixture of reactive and project work.
- Required to make sound judgements regularly within agreed processes using a good understanding of the team and the facilities of the team.
- Communication is largely with internal staff and local community leaders
- Analysis and communication of some complex information at a simple level is required to a wide audience to promote and influence.

### KEY RESPONSIBILITIES:

#### Work Management

- Make clear recommendations for protection / public health promotion and mobilisation initiatives that are appropriate for the social, cultural and geographical context
- Develop and deliver training in small project management for community groups and in the schools and ensure that they are supported with appropriate advice and support

In collaboration with the distributions team, ensure that the target population have access to hygiene kits through either distributions or the use of vouchers and that post distribution monitoring is carried out.

- Assessments/ surveys
  - Plan and carry out assessments of public health risks and needs for IDPs and the affected host community
  - Conduct focus group discussions, to gather more specific information on knowledge, attitudes and behaviour
  - Participate in household surveys and other assessments as required
- Community mobilisation & trainings
  - Assist with preparing materials and tools for conducting hygiene promotion training
  - Recruit, train and supervise public health promotion volunteers, as required
  - Conduct training on hygiene promotion for specific groups eg school teachers, youth clubs
  - Encourage and motivate the community to participate in activities
  - Liaise with local leaders and community groups to ensure sustainability of WASH interventions – this could include establishing new committees at the village level

- Distributions
    - Assist with distribution of IEC materials and items for household water treatment.
    - Prepare and conduct hygiene promotion activities at distributions as appropriate
  
  - Co-ordination
    - Co-ordinate PHP work with other Oxfam activities – such as water supply, sanitation, EFSL and protection
    - Support and work with Oxfam local partners
    - Contribute towards co-ordination and planning with other agencies, and local authorities
  
  - Monitoring & Reporting
    - Ongoing monitoring of hygiene promotion activities and identify gaps and improvements
    - Collect data as required for weekly and monthly reporting
    - Provide regular reports using OGB reporting formats at agreed intervals. A final report will be required at the end of the deployment
  - Programme quality
    - Familiarisation with Oxfam standards and guidelines. Ensure that gender issues are integrated in all activities.
- Familiarisation with international standards SPHERE, People-in-Aid Code, Red Cross Code of Conduct

### Person Specification

- Sensitivity to the needs and priorities of disadvantaged – and the local context/ culture
- Good communication skills, able to motivate and influence, and where necessary demonstrate diplomacy and tact
- Problem solving and negotiation skills
- Experience and confidence in community mobilisation
- Basic knowledge and awareness of public health needs/ risks
- Basic knowledge and awareness of methods and techniques for public health promotion/ behaviour change
- Motivated and hard-working; willingness to learn
- Fluent in Arabic (written and spoken). English also preferable
- Flexible – willing to travel and work in difficult circumstances

### How to apply?

Please send your CV with title of the position you applied for in the subject line to Contact:

Email address [jobs@reach-iraq.org](mailto:jobs@reach-iraq.org)

**Note:** Only short-listed candidates will be contacted for an interview.

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