

JOB DESCRIPTION

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| Job Title: PROGRAM ASSOCIATE, COMMUNITY EMPOWERMENT PROGRAM | | | |
| Department/Group: | COMMUNITY EMPOWERMENT | Reports to: | PROGRAM MANAGER |
| Direct Reportees: ALL PROGRAM STAFF | | | |
| <p>Job Purpose The Program Associate will work with the Community Empowerment Program to mobilize communities and work with existing community networks to create knowledge and awareness in order to bridge the gap between the community and national level advocacy for improved realization of health and human rights.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Contribute to the development of training tools for use in the different trainings held under the program; • Engage in the Participatory Action and Research (PAR) processes undertaken by the program; • Identify strategic ways and engagements aimed at strengthening already established platforms such as the Sexual Reproductive health and Rights (SRHRs) Clubs, Community Health Advocates (CHAs), People Living with HIV (PLHIV) Networks; • Engage in capacity building exercises geared towards strengthening existing government and non government structures such as the Health Unit Management Committees, Community Based Organizations, Community Health Advocates; • Participate in the organisation of program annual events such as the Health camp, Sports events, MDD festival; • Fundraise for program activities; • Identify strategic ways of popularizing for program activities amongst different stakeholders; • Participate in assigned field trips aimed at taking forward organizational work; • Ensure registration of CEHURD in identified districts of operation; • Engage in new districts of operation by identifying strategic activities and partners to engage in and with; • Ensure smooth operation of community Health advocates engagements in districts of operation; • Do any other duties assigned to you by the Executive Director, Supervisor, program managers or any other duly authorized staff. <p>In addition to individual respective tasks, the Program Associate will be expected:</p> <ul style="list-style-type: none"> ▪ To adhere to CEHURD values and to actively promote their application amongst colleagues. ▪ To undertake tasks in a creative, self-driven and innovative fashion. ▪ To identify and implement additional tasks/ideas of benefit to the organization. <p>Key Relationships:</p> <ul style="list-style-type: none"> • CEHURD Executive Director • All CEHURD Program Officers • Other CEHURD staff • CEHURD thematic committees • Other networks • CEHURD Partners and stakeholders | | | |

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Qualifications:

- Should hold a bachelors' degree in Law, Social Work and Social Administration, Social Science, Sociology, Public Health, Demography or any related qualifications.
- Post Graduate qualification in any of the fields above and research methodologies will be an added advantage
- Has interest and at least three years' experience working with communities.

The Program Associate will be expected to have the following skills and attributes:

- Research and Analytical skills
- Leadership skills
- Excellent verbal and written communication skills
- Team skills
- Resource mobilization skills
- Innovative spirit and willingness to use creative thinking.