

Terms of Reference - Union Council Communication Support Officer (UCCSO)

Purpose of the Job

To act as Union Council focal point to coordinate and support the preparation, implementation and monitoring of district PEI and EPI social mobilization and communication planning in the assigned district in collaboration with Department of Health and polio partners.

Reporting Levels

This position will be mainly reporting to respective DHCSOs and Provincial COMNet Project Team (various levels)

Major Tasks

Planning and Organizing

Planning

- Identify UC-level activities for inclusion in District level communication plan and communicate to District Health Communication Support Officer (DHCSO)
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Ensure influential religious leaders, elders, etc. are included in team micro-plans
- Assist in preparation of SMs' work plan and ensure inclusion of SMs' names in the VC micro-plan
- Conduct initial and on-going listing and mapping of underserved communities and classification of these. Keep track of all children under 5, vaccination status, as well as migration patterns and practices.
- To ensure communication and social mobilization planning is included in UC micro plans of the highest quality.
- Support in micro planning, including determining best timings (flexible) for vaccination activities.
- Ensure, through Medical Officer in Charge (MOIC)/DMO, that routine immunization services are made available to cover the high risk groups.

Implementation & Monitoring (Mapping)

- List congregations that require interventions and mobilize leaders in co-ordination with MOIC.
- Identify religion/cultural belief system/behaviors and accordingly use this to feed into communication material/ strategies and planning.
- Identify Information Education Communication (IEC) requirements and develop dissemination plans accordingly.
- Hold community events, meetings, rallies, etc. to mobilize underserved groups for polio vaccination.
- Identify IEC requirements and distribution plan and coordinate with necessary partners to ensure implementation.
- Monitor effectiveness of SMs and the activities conducted by him/her.
- Ensure orientation of Religious and Community leaders at the UC- level.

Profile/ Qualifications

- Education/Work Experience: Graduate with a minimum of 2 years' experience in community mobilization and/or working with NGOs and NGO networks and working and liaising with Government agencies/partners.
- Competencies: Evidence of excellent communication skills particularly supervising community level workers; and capacity work in MS Office especially excel and word for reporting; Possesses good understanding of polio eradication programme.
- Languages: Medium proficiency in English language (both written and spoken) and high proficiency for local languages