



## **Job Opportunity**

<b>Job Title:</b>	Advocacy & Outreach Supervisor
<b>Reporting to:</b>	Program Development Unit Manager– Child Safety Program
<b>Coordinates with:</b>	CSP Services
<b>Location:</b>	Queen Rania Family and Child Center, Eastern Amman

### **Introduction:**

The Jordan River Foundation's Child Safety Program (CSP) has been steadily growing over the past years with new services and activities delivered throughout Jordan. Advocacy & Outreach activities are considered integral components in lobbying, advocating and promoting the importance of establishing a systematic follow up and evaluation process for handling cases of child abuse and domestic violence to the CSP's centers and initiatives.

### **The main responsibilities of this position are:**

1. Develop an advocacy strategy and participate in the preparation strategy plan
2. Plan and design in collaboration with all CSP units the advocacy activities and act as the focal person of advocacy within CSP
3. Responsible for collecting and gathering, organizing and maintaining documents/reports that contains information related to CSP objectives
4. Research and analyze policies and regulations that intersects with JRF's interests in preventing child abuse
5. Monitor and report on all child abuse and domestic violence related content in mass media
6. Maintain all advocacy related literature
7. Responsible for organizing meetings with stakeholders especially on policy and advocacy issues and mobilize stakeholders on common goals for child safety meetings with partners (Governmental and Nongovernmental)
8. Build partnerships and collaborations among colleagues and stakeholders
9. Develop advocacy kits and train colleagues on using them
10. Alert senior managements on any policies and legislations development and provide recommendations
11. Responsible for the advocacy activities results and outcomes reports
12. Responsible for conducting research on child abuse and domestic violence
13. Responsible for designing an annual plan for advocacy & outreach activities
14. Responsible for maintaining a regularly updated partners' database
15. Maintain good relationships with partners

16. Any other responsibilities relevant to the work of the CSP Development Unit as communicated by the PDU Manager

**Qualifications and Skills:**

- Masters' degree in Law, communications, Public Relations or a related field
- A minimum of three years of experience in a related field
- Community mobilization skills
- Excellent verbal and written communication skills
- Ability to work effectively and independently under pressure
- Excellent meeting facilitation skills
- Leadership skills
- Event management skills is a plus
- Excellent written and spoken Arabic and English proficiency
- IT Literate and social media proficiency
- Creativity, ability to think out of the box
- Ability to work effectively alone and within a team.

Salary will be commensurate with experience and remuneration history.

Interested applicants should submit:

- Curriculum Vitae in English and
- Cover letter, describing their relevant skills, knowledge and experience

Applications should be submitted by email to [hr@jrf.org.jo](mailto:hr@jrf.org.jo) prior to August 12, 2010  
Please write "Advocacy & Outreach Supervisor" in the subject line.