

Psychosocial Support Officer

Job Title:	Project Officer		Revised:
Department:	Programme and Fundraising	Job Family:	Officer
Reports to:	Programme Officer	Grade:	AAU –
Location:	Kapchorwa GBV Shelter		
Direct Reports:	Programme Officer		
Job Role			
Role Summary:	To plan, coordinate, implement, monitor, and report project interventions under the <i>Strengthening GBV Shelter and Community Protection Systems in Kapchorwa LRP</i> project, ensuring effective delivery of GBV prevention, adolescent-friendly services, survivor-centred shelter support, referral pathway strengthening, and economic empowerment interventions in compliance with AAIU policies, safeguarding standards, donor requirements, and national protection frameworks.		

Key roles and responsibilities	
Key Result Areas	Duties and Responsibilities
1. Project Coordination and Activity Implementation	<p>Coordinate effective implementation of project activities in line with approved workplans and donor commitments</p> <ul style="list-style-type: none"> • Lead day-to-day coordination of all project activities across Kapchorwa LRP. • Develop implementation schedules, field plans, and stakeholder engagement calendars. • Ensure timely delivery of activities against objectives, indicators, and budgets. • Coordinate with internal departments, district stakeholders, and community structures. • Participate in review, planning, reflection, and adaptive management meetings.
2. GBV Prevention and Social Norms Transformation	<p>Implement community and school-based prevention interventions addressing GBV, FGM, and child marriage.</p> <p>Facilitate community dialogues, school outreaches, and campaigns on GBV, FGM, SRHR, and child marriage prevention.</p> <ul style="list-style-type: none"> • Engage parents, teachers, cultural leaders, religious actors, and men and boys in norm change processes. • Support establishment and strengthening of girls' clubs, child rights clubs, and safe spaces. • Promote awareness of referral pathways, reporting channels, and survivor rights.

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Key Result Areas	Duties and Responsibilities
3. Adolescent-Friendly Corner (AFC) Coordination	<p>Support establishment and operationalisation of two AFCs in Health Centre IIIs</p> <ul style="list-style-type: none"> • Coordinate with the District Health Office and health facilities to establish AFCs. • Support training of health workers and peer educators on youth-friendly SRHR and GBV services. • Facilitate mobilisation of in-school and out-of-school adolescents to access AFC services. • Coordinate outreach sessions, life-skills, mentorship, sports, and SRHR dialogues. • Monitor AFC utilisation and quality of adolescent service delivery.
4. GBV Shelter and Referral Pathway Strengthening	<p>Strengthen survivor-centred protection and referral systems</p> <ul style="list-style-type: none"> • Coordinate with the GBV shelter team to ensure survivors access psychosocial, legal, medical, and reintegration services. • Facilitate district GBV referral pathway coordination meetings with police, health, probation, CSOs, and shelter actors. • Strengthen case referral linkages between communities, schools, health facilities, and the shelter. • Track response timelines, service uptake, and survivor follow-up outcomes.
5. Protection of Girls at Risk	<p>Strengthen school and community-based systems for identification and support of girls at risk of FGM and early marriage.</p> <ul style="list-style-type: none"> • Work with schools, VHTs, local leaders, and child protection structures to identify at-risk girls. • Facilitate counselling, family mediation, and school retention or re-enrolment support. • Train teachers and community actors on safeguarding, early warning, and referral pathways. • Conduct follow-up visits to ensure sustained safety and wellbeing.
6. Economic Empowerment and Livelihoods Support	<p>Coordinate entrepreneurship and small business support for survivors and at-risk girls</p> <ul style="list-style-type: none"> • Coordinate local enterprise scoping, market assessments, and beneficiary profiling. • Work with the District Commercial Officer and mentors to facilitate entrepreneurship training. • Support startup grant disbursement, business plan review, and accountability processes.

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Key Result Areas	Duties and Responsibilities
	<ul style="list-style-type: none"> • Monitor business take-off, market access, and linkage to government programmes including PDM, OWC, and YLP.
7. Monitoring, Evaluation, Reporting and Learning	<p>Track project results, learning, and donor reporting requirements</p> <ul style="list-style-type: none"> • Collect, verify, and submit sex-, age-, and disability-disaggregated data. • Prepare activity, monthly, quarterly, and donor narrative reports. • Support outcome tracking on social norms, service access, and economic resilience indicators. • Document lessons learned, case studies, success stories, and best practices. • Participate in review meetings, learning forums, and reflection spaces with district stakeholders.
8. Safeguarding, Compliance and Risk Management	<p>Ensure adherence to safeguarding, ethical programming, and risk mitigation standards</p> <ul style="list-style-type: none"> • Mainstream safeguarding, survivor confidentiality, and child protection standards across all activities. • Ensure compliance with donor guidelines, AAIU policies, and statutory requirements. • Monitor project risks including retaliation, social resistance, and business failure. • Escalate safeguarding, operational, and protection risks in a timely manner.

Person specification	
	Educational qualification and experience
	<ul style="list-style-type: none"> • Bachelor's degree in Social Work and Social Administration, Social Sciences, Development Studies, Gender Studies, Public Health, Project Planning and Management, or related field. • Additional training in GBV programming, SRHR, child protection, safeguarding, or entrepreneurship development is an added advantage.

	Essential experience	
	<ul style="list-style-type: none"> • Minimum 3 years' relevant work experience in GBV prevention and response, child protection, SRHR, community systems strengthening, or livelihoods programming in a reputable NGO/INGO. • Demonstrated experience working with district local governments, health facilities, schools, VHTs, and community protection systems. 	
	Skills, Abilities and Competencies:	
	<ul style="list-style-type: none"> • Strong project coordination and implementation skills • Technical knowledge of GBV, FGM, child marriage, and protection systems • Knowledge of adolescent SRHR and youth-friendly service delivery • Community mobilisation and dialogue facilitation skills • Multi-sectoral coordination and stakeholder engagement • Livelihoods and economic empowerment programming skills • Monitoring, evaluation, and data management skills. • Report writing and analytical skills • Strong safeguarding and survivor-centred programming • Excellent interpersonal, negotiation, and communication skills • High integrity, confidentiality, and professionalism • Ability to work in rural and hard-to-reach communities 	