



We are Hiring.....Join our Team!

Issue Date: February 21, 2025

Closing Date: March 14, 2025

Disability Rights Advocacy Center (DRAC) is a nonprofit organization that works to protect the rights of Persons with Disabilities (PWDs) and promote their Inclusion in the Development Agenda. As a leader in Nigeria's disability programming, we use innovative tools and methods to engage key stakeholders and raise public awareness about disability rights. Our main goal is to ensure that all persons with disabilities have full inclusion and access to opportunities, with special attention to the needs of women and girls with disabilities (WGWDs).

We are currently implementing the SAFE Project in the FCT, an initiative focused on transforming harmful traditional practices and reducing sexual and gender-based violence (SGBV), particularly against women and girls with disabilities.

The project will engage community leaders through a series of strategic activities, designed to combat harmful norms and SGBV. To further support grassroots advocacy, the project will hold quarterly community dialogues aimed at promoting alternative harmless attitudes and practices towards women and girls especially those with disabilities.

We are looking for suitable and qualified individuals to join our team and support the vision of this project. We are recruiting to fill the position below:

Job Title: Community Outreach Volunteer (COV)

Location: Communities in 2 Area Councils of the FCT

Job Type: Full time

Type of role: Community-Based Inclusive Development (CBID)

Start date: Immediately

Job Purpose and Scope of Work

The major purpose of this role is to engage with local communities within the designated area council, mobilize community leaders, facilitate advocacy activities, and support community-level interventions such as dialogues and contextual analyses. This role is crucial in building bridges between DRAC and local community stakeholders, ensuring that the project's objectives on gender equality and disability inclusion are effectively communicated and implemented.

Job Responsibilities:

- **Community Mobilization:** Engage and mobilize community leaders and influencers to actively participate in project activities, including advocacy sessions and community dialogues.
- **Advocacy Facilitation:** Organize and facilitate community-level activities such as dialogues, workshops, and focus group discussions to discuss and challenge harmful cultural norms.
- **Context Analysis:** Support the conduct of baseline assessments and periodic context analyses to gather insights on community dynamics, structures, and prevailing issues related to SGBV, gender, and disability.
- **Stakeholder Coordination:** Serve as the primary liaison between DRAC and local community structures, ensuring effective communication and collaboration with traditional and religious leaders.
- **Reporting and Documentation:** Maintain accurate records of outreach activities and prepare periodic reports, utilizing basic computer skills to compile data and generate insights.

Key Tasks

- Mobilization of community groups
- Mobilization and awareness raising with local leadership
- Quarterly community dialogues
- Data gathering and reporting
- Weekly visit to project sites
- Preparation of weekly/monthly reports

Internal Reporting:

- Submit weekly and monthly plans/reports to the DRAC Programs team
- Document and share successes and case stories, and lessons learnt.
- Participate in project planning and review meetings

EMPLOYEE SPECIFICATION

Qualifications and Experience

- OND or HND in any related field
- Minimum of secondary education
- Proven experience in managing and supporting staff
- Experience working in communities or informal community settings
- Experience in community development

Knowledge and Skills

- Good interpersonal communication and diplomatic skills
- Good facilitation skills
- Team-player and motivational skills
- An understanding of basic administration, finance and logistics
- An understanding of monitoring and reporting
- Strong level of computer skills (Windows, MS Office, Email and Internet)

- The ability to analyze problems and develop lasting solutions in line with DRAC approaches.
- Good knowledge of gender and disability issues

Essential:

- Ability to use MS Word, Excel, Zoom or Google Meet
- Native Speaker of local language (Hausa, Gbegiri)
- Living in the community within the area council
- Familiarity with community routes

Deadline for Applications:

5:00 pm, Friday, March 14, 2025

Method of Application:

Interested and qualified candidates should send via email, their CV (with contact details of at least 2 professional referees) and a Cover Letter explaining suitability and motivation for the job to: recruitment@drac-ng.org.

Note:

- Only electronically submitted applications via email will be entertained and all application information should be contained in only ONE MS Word document.
- Subject line of emails must clearly state the Job Title of the position applied for and the location of your residence e.g. **Community Outreach Volunteer - Bwari Area Council**.
- Only shortlisted candidates will be contacted for follow up and interview.
- Due to the nature of our volunteer placements, it is possible that the responsibilities of this role may differ and therefore the postholder will need to be prepared to be flexible and adapt to their environment, as necessary.