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| **Youth Counselling Officer** | |
| **1. Job Environment** | |
| **Position Information:** | **Reporting Lines:** |
| **Department/Division:** Youth & Women Empowerment | **Report To**: Administratively report to Program Manager & Technically report to Manager Youth & Women Empowerment  **Work With:** HO and location Team |
| 2. Job Objective | |
| To provide high-quality telephonic counseling services on Sexual and Reproductive Health and Rights (SRHR) issues to young individuals, while also promoting awareness on Life Skills-Based Education (LSBE) and youth-friendly services. | |
| **3.Functions of the Position** | |
| 1. Provide accurate information, empathetic support, and effective counseling to young individuals on SRHR issues. 2. Assess the needs of young people with sensitivity and provide tailored guidance and support. 3. Maintain a thorough understanding of collaborative agencies and line departments for appropriate client referrals. 4. Participate in training programs and courses to enhance counseling and youth engagement skills. 5. Develop and document case studies to highlight counseling and project outcomes. 6. Systematically maintain records of daily calls and compile data on youth helpline activities. 7. Support the evaluation and monitoring of project activities to ensure continuous improvement. 8. Foster relationships and partnering with Civil Society Organizations (CSOs) and key stakeholders, including public institutions including school and universities. 9. Organize and conduct Life Skills-Based Education (LSBE) training sessions for teachers and youth. 10. Plan, organize, attend, and coordinate meetings, events, and other relevant activities related to youth. 11. Promote and ensure active community participation in youth-focused initiatives. 12. Facilitate LSBE sessions for young individuals to build awareness and capacity. 13. Strengthen Youth Resource Centers (YRCs) and Youth-Friendly Spaces (YFS) to engage and empower youth within respective communities. 14. Maintain comprehensive records of YRC and YFS activities in Data Management information system. 15. Prepare and submit detailed monthly reports to the supervisor. 16. Undertake any other tasks assigned by the supervisor to support program objectives. | |
| **Special Condition:**  R-FPAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and the adhere to the IPPF’s Code of Conduct and Safeguarding Policies  Rahnuma-FPAP staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP's safeguarding. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults'.  Prior to an appointment being confirmed completed background check including three verifies references, Police Check; Identity; Qualifications and experience check.   |  |  | | --- | --- | | **4. Person Specification** | | | **Education/Qualification:**  Master in Psychology or Equivalent 02 years’ experience on the same position in social sector around the theme of RH/SRH & Rights | **Skills and Attributes:**  **Skills:**  • Excellent written and verbal communication skills.  • Proven  • Excellent knowledge of Social Mobilization and community development.  • Proficient in Microsoft office suite applications.  Attributes :  • Ability to understand the youth related issues | | |

**Note:** This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans/targets for more specific details