# VACANCY ANNOUNCEMENT

## Outreach Officer – Child Protection and Support to Vulnerable Families

**Duty station:** Amman, Jordan
**Expected starting date:** December 2026
**Contract duration:** 15 months
**Type of contract:** Fixed-term contract
**Application deadline:** 5 November 2026

### 1. Background

Habibi Association was founded in Italy in 2013 to promote social justice and socio-economic inclusion, with a particular focus on refugee protection, humanitarian assistance and support for people experiencing poverty or affected by conflict. The Association is recognised as a Civil Society Organisation by the Italian Agency for Development Cooperation (*Agenzia Italiana per la Cooperazione allo Sviluppo – AICS*) and operates in several countries across the Middle East.

In 2018, Habibi Association registered with Jordan's Ministry of Social Development and has since implemented projects supporting refugees and vulnerable members of host communities, with particular attention to women, young people and persons with disabilities.

As part of a consortium, Habibi Association is implementing an AICS-funded project under the *Integrated Emergency Programme for Child Protection and Support to Vulnerable Families in Jordan*.

The project aims to strengthen the protection and resilience of refugee and Jordanian children and their caregivers through integrated services, income support, capacity building and community mobilisation in Amman, Zarqa, Mafraq and Madaba.

Within the consortium, Habibi is responsible for activities aimed at improving access to inclusive, gender-sensitive child protection services and strengthening the economic resilience of vulnerable households through vocational training and support for income-generating activities.

To support the implementation of these activities, Habibi Association is seeking an **Outreach Officer** to support outreach, community engagement and beneficiary identification, working under the supervision of the Project Manager and in coordination with consortium partners and relevant local stakeholders.

### 2. Key Responsibilities

Reporting to the MEAL Officer and/or the Project Manager, the Outreach Officer will be responsible for the following:

**A. Outreach and beneficiary identification**

- Support the development and implementation of the project's outreach plan in collaboration with consortium partners and local civil society organisations.
- Identify and engage potential beneficiaries in accordance with the project's eligibility and targeting criteria.
- Conduct beneficiary outreach and data collection using the tools and procedures established by the project.
- Ensure that information collected is accurate, complete and properly recorded, including through the use of tablets or other digital tools.
- Explain the purpose of data collection and obtain informed consent before collecting or recording personal information.
- Identify cases requiring referral and report them to the designated project focal point in accordance with established referral procedures.
- Ensure the confidentiality and secure handling of beneficiary information, in compliance with data protection, safeguarding and Prevention of Sexual Exploitation and Abuse (PSEA) procedures.
- Submit collected data and related documentation within established deadlines, reporting any challenges encountered during outreach or data collection.

**B. Coordination and organisational support**

- Participate in internal project meetings and coordination meetings with consortium partners, as required.
- Be available to undertake weekly field visits.

## 3. Required Qualifications and Experience

**Education**

- High school diploma required; a degree in Social Sciences or a related field will be considered an asset.

**Professional Experience and Technical Skills**

- At least two years of relevant professional experience in outreach, community engagement or beneficiary identification within development or protection projects.
- Good knowledge of the Jordanian socio-economic context, particularly at the local level.
- Experience working on projects funded by the Italian Agency for Development Cooperation (AICS) will be considered an asset.
- Good organisational and planning skills, including the ability to prioritise tasks, manage deadlines and respond to implementation challenges.
- Good command of IT tools and standard office software. Experience with KoboToolbox or other data collection and management software is considered an asset.
- Valid driving licence and ability to drive in Jordan.

**Languages**

- Advanced proficiency in Arabic, both written and spoken.
- Proficiency in English, both written and spoken.

**Personal and Interpersonal Skills**

- Excellent communication and interpersonal skills, including the ability to work constructively with people from diverse backgrounds.
- A proactive, solution-oriented approach and the ability to respond effectively to challenges.
- A strong sense of responsibility, attention to detail and commitment to meeting deadlines.
- Commitment to social inclusion, child protection, gender equality and the rights and dignity of vulnerable and marginalised people.
- Willingness and availability to travel regularly to project locations outside Amman.

## 4. Contractual Conditions

- **Duty station:** Amman, Jordan.
- **Contract duration:** 15 months.
- **Expected starting date:** December 2026.
- **Gross monthly salary:** JOD 800–950, depending on the candidate's qualifications and relevant experience.

## 5. Application Procedure

Interested candidates who meet the above requirements are invited to submit their applications by **5 November 2026** to **info@associazionehabibi.org**.

Please include **AICS_NOOR_OUTREACH_VACANCY** in the email subject line.

Applications must include:

- An up-to-date CV.
- A motivation letter of no more than one page outlining the candidate's relevant experience, motivation and suitability for the position.
- Contact details for two professional referees, including their full names, job titles, email addresses and telephone numbers. Referees should be individuals who have worked or collaborated directly with the candidate, such as current or former line managers, colleagues or professional counterparts.

Only shortlisted candidates will be contacted.

Habibi Association reserves the right to close the recruitment process once a suitable candidate has been identified.