

Initiative Technical Officer – Job Description

Job purpose:

The Initiative Technical Officer provides technical support to promote meaningful adolescent and youth participation, leadership and civic engagement through the design and implementation of inclusive, safe and youth-led initiatives. The position supports adolescents and young people to turn their ideas into action and contributes to the quality, coordination and learning of participation interventions.

Job responsibilities

1. Adolescent Participation and Youth Engagement

- Facilitate meaningful, inclusive and voluntary participation of adolescents and young people in identifying priorities, expressing views and contributing to decisions.
- Promote adolescent agency, leadership and active engagement in programme and community activities.

2. Youth-Led Initiatives and Action

- Support adolescents and youth groups to identify issues, develop ideas and plan feasible youth-led initiatives.
- Provide technical and practical support throughout implementation, including awareness campaigns, sports-for-development and civic/community engagement activities.
- Promote innovative, locally relevant and solutions-oriented youth action.

3. Capacity Strengthening and Facilitation

- Strengthen adolescents' and youth groups' skills in leadership, communication, teamwork, decision-making and problem-solving.

- Provide coaching and facilitation support to enable young people to plan, organize and lead their initiatives effectively.

4. Coordination, Inclusion and Safeguarding

- Work closely with the Project Manager, Life Skills, TVET, M&E and other relevant teams to ensure coordinated and complementary support to adolescents and youth.
- Promote safe, inclusive, accessible and non-discriminatory participation, integrating relevant child safeguarding and protection considerations.
- Support engagement with relevant community actors and stakeholders to strengthen ownership and sustainability of youth-led initiatives.

5. Quality, Learning and Reporting

- Provide technical follow-up to assess the quality and progress of supported initiatives and address implementation gaps.
- Work with the M&E Officer to document participation, results, good practices and lessons learned.
- Provide technical inputs to programme reports, success stories and other relevant documentation.

Qualification and Experience

- Bachelor's degree in Social Sciences, Education, Youth/Community Development, Social Work, Development Studies or a related field.
- At least 2 years of relevant experience in adolescent/youth programming, participation, community engagement or related areas.
- Demonstrated experience supporting youth-led initiatives, youth groups or community-based activities.
- Experience in facilitation, youth leadership or capacity-strengthening activities.

- Experience working with adolescents and young people in humanitarian or development contexts is an advantage.

Skills

- Good knowledge of adolescent development, meaningful participation, youth engagement and civic engagement approaches.
- Strong facilitation, communication, coaching and interpersonal skills.
- Ability to support adolescents and youth to develop and implement their own initiatives.
- Good understanding of inclusion, child safeguarding and safe participation.
- Strong coordination, planning, problem-solving and documentation skills.
- Ability to work effectively within a multidisciplinary team.
- Good working knowledge of Microsoft Office.
- Fluency in Arabic; working knowledge of English is an advantage.
- **Work Location: Aleppo and Idlib**
- **You are kindly requested to submit your resume with the title in the subject line " Initiative Technical Officer" to the following email address: career.sy@hand.ngo**
Applications without the subject name will not be considered.