

JOB DESCRIPTION

DRUG EDUCATION OFFICER

NATIONAL ALCOHOL AND DRUG ABUSE PREVENTION PROGRAMME

(NADAPP)

MINISTRY OF HEALTH

Position : **Drug Education Officer**

Reports to : Programme Officer, School & Community

Job Summary: The incumbent performs specialized duties in the field of Drug Abuse Prevention. Duties include assisting in planning and executing school and community drug abuse prevention (education) programmes and advising and guiding educational institutions, community groups and organizations in developing and executing Drug Abuse Prevention projects and activities. The employee exercises initiative and independent judgment within the established policy of their division and their work is reviewed by a superior through consultations, discussions and reports.

Key Duties and Responsibilities:

- Liaise with Ministry of Education officials, school officials and teachers in the development and implementation of Drug Prevention programmes and projects in schools and other institutions of learning.
- Liaise with NGO's and Community based organizations in designing and implementing Community Drug Prevention activities.
- Assist in designing and planning Drug Prevention Education programmes for schools and Educational institutions, NGO's and Community based organizations.
- Organize and participate in Drug Prevention Education courses for school officials, community leaders and professionals engaged in front line institutions and community based work.
- Assist in planning and implementing Drug Abuse Prevention activities on print and electronic media.
- Assist in co-ordinating Information Dissemination/Outreach programmes/projects in schools and communities.

- Participate in all activities aimed at advancing the National Drug Demand Reduction Programme.
- Assist in preparing public education materials, information booklets, reports, documents , addresses and briefs.

Required Knowledge Skills and Abilities:

- Considerable knowledge of the Education system and Community organizations
- Considerable knowledge of the Public Education theory and practice.
- Knowledge of Social Work, Sociology and Social Psychology.
- Ability to conduct assessment surveys to obtain data for programme planning.
- Ability to interact effectively with professional teachers, students and civil society leaders.
- Strong communication, presentation and organizational skills.
- Ability to supervise and monitor Drug Demand Reduction projects.
- Ability to organize School and Community education activities and to lecture to students, teachers and community leaders on related subjects.
- Knowledge and skills in the field of Drug Prevention.
- Ability to plan and implement school and community intervention projects.
- Strong interpersonal and Human Relations skills.
- Strong community relations and/or communication skills.
- Proficiency with Microsoft Suite with PowerPoint.

Minimum Qualifications, Education and Experience:

- A degree in the Social Sciences, preferably with emphasis on the Behavioural Science.
- Minimum three (3) years experience in the field of Social Work.
- Experience in planning and implementing Social programmes/projects.