***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)***

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| **TITLE: CP&SGBV Officer (** **CFS&YFS Team leader)** |
| **TEAM/PROGRAMME: Child Protection – Emergency Response** | **LOCATION: Kirehe – Mahama camp** |
| **GRADE**: 4  | **CONTRACT LENGTH: open-ended** |
| **CHILD SAFEGUARDING: (select only one)**Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** Supporting individual children and families through provision of mental health and psychosocial support and safe space for children to socialize, learn and play and case management services and increasing the community’s capacity to identify and respond to child protection concerns.In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** CP and SGBV Programme Coordinator**Staff reporting to this post: CP/SGBV Officer working in CFS/YFS and Gatore RC****(delete is not applicable)****Direct: CP/SGBV Officer working in CFS/YFS and Gatore RC****Indirect: CFS/YFS and Community library volunteers****Budget Responsibilities:** Tracking of budget and expenditure based on monthly plans and grant phased budget and procurement plan**Role Dimensions**: ***(e.g. complexity, relationships, communication with stakeholders)*** Working directly with children and families while maintaining internal working relationships and external coordination and referrals. |
| **KEY AREAS OF ACCOUNTABILITY:** **Program Management*** Assist the CP and SGBV programme coordinator in managing the child protection program and acts in the absence of the CP and SGBV programme coordinator;
* Participate in program and budget monitoring to ensure timely and quality results
* Oversee monthly monitoring and reporting on all award management aspects: phased budget and actual expenses analysis, work-plan progress and updating, procurement plan revision, data collection and analysis, and monitoring of indicators
* Provide technical guidance and support to CFS/YFS Team on program monitoring, documentation, and reporting
* Report any violation of the child **safeguarding policy of Save the Children immediately.**

***Ensure CFS/YFS programme activities in Mahama camp are well managed and monitored to fulfill the requirements of approved Save the Children Thematic quality standards and Annual Operational Plans.**** Responsible for developing, implementing, and monitoring quarterly, monthly and weekly activity plans to achieve expected results ensuring quality compliance. This includes planning of activities, budgets, and procurement.
* Plan, organize, coordinate and monitor child protection outreach activities at the community level. Activities may include meetings and discussions with members of the community.
* Assist the CFS/YFS team in planning, organizing, coordinating and monitoring community events to disseminate messages about child protection.
* Supervise the CFS staff on a daily basis
* Ensure the proper running of the CFS (from registration of beneficiaries to training needs identification, implementation of activities, awareness-raising campaigns/activities, and referral).
* Identify the staff needs and request appropriate support from to CP and SGBV programme coordinator;
* coordinate with the other stakeholders in the community
* Ensure that weekly and monthly planning and feedback meetings take place for the project team
* Ensure a context-based mechanism is in place to hear the voice of the community for SCI project interventions.
* Ensure space for meaningful child/youth participation at the community level
* Assist in identifying, reporting and responding to existing and potential child protection threats at the community level.
* Ensure all the activities and campaigns, the staff offer, meet the needs of the community and the children in the center.
* Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort
* Keep the CP and SGBV programme coordinator updated of the task accomplished, and issues.
* Be sure that strategies and operational measures effectively respond to protection requirements
* Monitor the implementation of CFS project activities and provide technical guidance where necessary based on CFS standards, as well ensure that the protection procedures and programs are properly implemented;
* Keep all the details related to the beneficiaries secured and confidential
* Work with staff to ensure effective monitoring, evaluation and documentation of programme activities.
* Produce timely reports, including monthly internal progress reports, and all required reports to the donor agencies.
* Oversee and ensure effective budget management through monitoring of budget Vis-a- Vis actual spending linked to the detailed implementation plan and the procurement plan.

***Overall management responsibility for all Area Office Child Protection staff.**** Lead and motivate the team to ensure effective implementation of programme activities, including by providing technical support to ensure programme quality
* Ensure there are regular staff team meetings
* Ensure key problems are brought to the attention of the CP and SGBV programme coordinator and the field Manager for discussion and review
* Monitor and support child protection staff in implementing Save the Children project management systems and guidelines to ensure the smooth implementation of approved activities.

***Capacity building and technical guidance on CFS/YFS team*** * Make regular visits to the camp offices and project activities
* Support the CP and SGBV programme coordinator to identify gaps and learning needs among CFS/YFS staff capacity and develop capacity building plans
* Support the CPOs (chid protection officers) to develop capacity building plans with partners and deliver training sessions
* Support the CPOs to deliver training plans for CFS and YFS staff and community volunteers.
* Provide follow-up support to child protection training in coordination with the CP and SGBV programme coordinator.
* Work closely with the CPOs to ensure CFS/ YFS meet quality benchmarks, and work with the partner staff to achieve quality programming in the CFS and YFS
* Help strengthen CP MEAL System and accountability by supporting systems to seek, receive, and respond to beneficiaries’ feedback, suggestions, and complaints.
* Facilitate contacts with community groups and local associations.
* Support and strengthen community-based child protection mechanisms and child-led groups/clubs.
* Participate in interagency coordination on child protection meetings and ensure that the critical protection needs of children are profiled;
* Close monitoring of developments around child protection in Mahama refugee camp

***Staff Management and Development**** Ensure effective and efficient overseeing of the project staff
* With the support of the CP and SGBV programme coordinator, develop staff planning and provide guidance and support to staff in their role/tasks
* Keep a positive, flexible, and dynamic work environment
* Ensure a good communication – coordination – information level of each member of the team through regular coordination meetings (or other if needed);
* Manage performance of direct reports in the work area through:
* Effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
* Timely performance review of staff line managed by you as per the organisation plan around the year.
* Maintain clear communication with both the functional (direct) line manager and the technical manager to foster a smooth working relation under existing matrix structure.

**Additional Tasks & Responsibilities*** Remain flexible in adopting additional responsibilities based on team and organizational needs, to be balanced with responsibilities listed above;
* Maintain positive working relationships with members of the team and other actors in the camp.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** University degree in social sciences, arts, public administration, social administration, community development.  |
| **EXPERIENCE AND SKILLS*** 2 years’ experience working with children and child protection & SGBV
* Ability to communicate in English, French and Kinyarwanda through verbal and written communication.
* Good technical understanding of child protection, SGBV and community based approaches.
* Computer knowledge.
* Strong interpersonal and communication skills.
* Be able to prioritize tasks.
* Able to work to tight deadlines and under pressure.
* Experience with community development, working with children and schools.
* Very good communication and interpersonal skills.
* The ability to think critically and to recommend good solutions to problems.
* Strong Organizational skills.
* Ability to conduct outreach at the community level.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |