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| **TITLE:** Child Protection officer  |
| **TEAM/PROGRAMME:** Humanitarian emergency response for Burundi refugee | **LOCATION:** Kibondo - Kigoma region - Tanzania |
| **GRADE**: TBC  | **CONTRACT LENGTH:** 1 Year  |
| **CHILD SAFEGUARDING:** 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:** Work closely with local implementing partners, SC Education staff, and members of the child protection sector working Group, UNHCR and other UN agencies, to ensure that the programme goals are achieved. Specific areas of concern are the provision of Child friendly space activities in refugee camps. He/She provides overall leadership at programme level for the sector, and ensures that SC vision and overall program goals related to the sector are met. He/She is responsible for providing managerial, technical, and administrative support to partner staff during the implementation of an integrated program. For purposes of ensuring healthy collaboration between SC’s response and other actors in refugee education/protection, the officer will actively participate in child protection-related activities and meetings in designated refugee camps.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:** **Direct:** CP Coordinator**Indirect :** CP specialist |
| **KEY AREAS OF ACCOUNTABILITY :** * Support the CP program to develop, implement and monitor quarterly, monthly and weekly activity plans to achieve expected results. This includes planning of activities, budgets and procurement.
* Provide daily supervision and support to the CFS in the Camps and ensure the PSS activities are implemented in a quality and timely manner and ensure that the standards at the CFS are met.
* Provide supervision and monitoring of the CFS Animators, guards and Cleaners and ensure proper performance Management.
* Ensure proper documentation, registration and attendance of children and young people at the CFS is in place.
* Plan, organize, coordinate and monitor child protection and PSS outreach activities at community level. Activities may include meetings and discussions with members of the community, parent meetings.
* Plan, organize, coordinate and monitor community events to disseminate messages about child protection in the camps.
* Facilitate contacts with community groups and local associations.
* Support and strengthen including training of community based child protection mechanisms and child-led groups / clubs, animators.
* Develop educational tools for training and group facilitation in the field of community mobilization and in support of the team members, clubs and community networks.
* Ensure the community based protection mechanism interventions and activities are implemented, supported and documented.
* In collaboration with the project monitoring and evaluation to ensure the documentation of interventions Save the Children in community mobilization (reports, weekly reports, monthly reports, interim reports, annual reports).
* Support mechanisms for increasing children participation in CFS decision-making process regarding the space and at the camp level.
* Working together with parents to ensure a holistic approach to child protection, supporting regular parent’s meetings.
* Represent Save the Children and the program with relevant government and coordinating agencies on programme, secure their support and follow up with them on progress.
* Report any violation of the child safe guarding policy of Save the Children immediately.
* Lead on and regularly update a map existing services to which children and families can be referred to. Link Social workers with service providers and support effective collaboration.
* Supervise and coach Social workers on the identification, assessment, documentation, referral (to relevant services) and follow-up of at-risk children and families
* Supervise and support the Social workers in family visits if necessary
* Organize weekly case management conferences with all Social workers and other partners where necessary.
* Ensure that Social workers respect confidentiality and follow ethical guidelines.
* Ensure that files, registers and computer databases are used in an appropriate and correct manner and ensure case workers adhere to proper documentation and data protection protocols.
* Support the implementation of the Inter-Agency Child Protection Information Management System
* Review the follow up of cases, and ensure all cases are managed within acceptable timelines.
* Work in close collaboration with the child protection team to strengthen role of child protection

networks/committees, Animators, teachers, caregivers in case management.* Support the Child Protection Manager / Child Protection Adviser in capacity building of case workers.
* Submit regular case management reports and ensure that information is kept up to date.
* Coordinate with other agencies offering case management services to children on referral and transfer of cases.
* Participate and support the set up and facilitation of regular inter- agency case conferences.
* Ensure internal referral mechanisms (with other sectors) are in place and cases are appropriately managed and followed up when referred.
* Ensure constant and transparent communication and collaboration with relevant stakeholders, including community members, community leaders and families
* Document best practice, case studies and learning.
* Share information on field-level successes and challenges with the Child Protection Manager and other agencies as appropriate. Ensure that major challenges are flagged early, and addressed in an appropriate way;
* Facilitate, collect and report information regarding the overall situation of child protection risks in Save the Children operational areas
* Lead the preparation of all procurement and administrative documents required for case management implementation.
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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**  |
| EXPERIENCE AND SKILLSEssential* University Degree in Social Sciences or related technical field.
* Knowledge in Child Protection, Child´s rights, programming and mainstreaming
* International/national experience of natural disasters or conflicts
* At least four years work experience within your profession
* Experience in designing, managing, monitoring and evaluating child protection programs in emergency, transition and development contexts
* Ability to identify the main gaps in child protection in the given context to inform a holistic response for children.
* Commitment to and understanding of child rights, Save the Children’s aims, values and principles and humanitarian standards as Sphere Charter and Code of Conduct
* Good knowledge of and experience in using established inter-agency standards and guidelines in child protection, such as the Inter-agency Guidelines on Separated and Unaccompanied Children, the Paris Principles, Minimum Standards on Child Protection
* Experience in capacity building and in strengthening various duty bearers understanding of and response to child protection through Child friendly spaces.
* Self-awareness and proven ability to operate successfully in different cultural environments
* Ability to achieve results and maintain consistent high standards of professional behavior and achievement, including when working alone.
* Good team leader and team member skills, including the ability to be part of and organize, support, manage and develop a small team.
* Ability to communicate and maintain appropriate and productive relations with a range of actors, including children, parents, local and national authorities in political and militarily sensitive environments.
* Experience of working with partners and a participatory approach
* Ability to manage stress, be flexible and accommodating in difficult and frustrating working circumstance.

Desireable* Understanding of Kirundi language will be an asset
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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. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |