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| **JOB TITLE:** ProgrammeOfficer- JTIP |
| **TEAM/PROGRAMME:** Joint Trafficking in Persons (JTIP) | **LOCATION:**  Chipata, Chinsali, Lusaka |
| **GRADE**: 4 | **POST TYPE:** Province |
| **Safeguarding :**Save the Children does not tolerate any form of exploitation, abuse, or harassment against any person. It is the responsibility of all employees and representatives to protect all people who come in contact with our organization. Save the Children commits to applying the same standards to all its employees and subject them to the same processes regardless of their position, influence, or reputation within or outside of the organization**.****Diversity, Equity & Inclusion**Save the Children International’s Diversity Policy, aims to promote equal opportunity in employment and to ban any kind of discrimination based on sex, age, social class, disability, HIV status, religion, race and ethnicity. |
| **ROLE PURPOSE:** The Trafficking in Persons ProgrammeOfficer is responsible for activity implementation of the DOS/Government of Zambia Joint Bilateral Anti Human Trafficking Project, anchored on integrating human rights Governance, child rights, and gender-based violence.The Trafficking in Persons (TIP) Project Officer is responsible for overall activity implementation at provincial level in consultation with the TIP Advisor and guidance from the Deputy Director -Technical. The role entails coordinating anti trafficking activities in collaboration with various stakeholders at district and provincial levels, supporting capacity building initiatives at all levels, networking and representation, supporting advocacy efforts, project implementation, reporting, monitoring and evaluation among others. S(he) will provide technical and programmatic guidance on delivery of interventions to prevent and respond to TIP. (S)he represents Save the Children with relevant TIP government structures, CSO’s including implementing partners at local level. (S)he will work closely and collaboratively with the program team . S/he) will ensure the implementation of the anti-human trafficking project at field office level and with partners at district level. (S)he will work very closely with partners and support partners in the planning and implementation of programs and projects. (S)he will be responsible for documentation and reporting. (S)he will work closely with the programme team and ensure smooth flow of the JTIP. |
| **SCOPE OF ROLE:** **Reports to: Deputy** Project Director- Technical**Staff directly reporting to this post:** None**Role Dimensions:** National, Provincial & District Government Officials, Various CSO Networks, Trafficking Coordinator, Technical Specialists (SCI), MEAL Manager- (SCI), Finance, Awards & Partnerships (SCI), Deputy Director- Technical (JTIP), Technical Specialist Child Protection |
| **KEY AREAS OF ACCOUNTABILITY:** * Coordinating the planning and implementation of the project activities as outlined in the project document and work plan.
* Lead activity implementation and provide substantive and technical expertise for the implementation and assessment of the project, including the collection and compilation of relevant background data and information, monitoring and evaluation.
* Responsible for the implementation of JTIP by providing substantive technical, and logistical support.
* Undertake associated desk research to support project implementation as required.
* Support the TIP Advisor in workplan implementation, by monitoring progress against the workplan and facilitating activities as required.
* Participate in fact-finding and other missions in the geographical location of project implementation.
* Monitor and keep abreast of the TIP situation in geographical area of operation and develop and maintain a knowledge base on these issues.
* Implement provincial and district level anti human TIP direct interventions under the JTIP project.
* Ensure all programme activities are implemented timely in line with detailed implementation plans and ensure diversions are identified, timely elevated and resolved.
* Compile and prepare reports as required in line with project requirements.
* The post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.
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| **SKILLS AND BEHAVIOURS (our 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 others to do the same.
* Widely shares their personal vision for Save the Children, engages and motivates others.
* Future orientated, thinks strategically.

**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.
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| **QUALIFICATIONS AND EXPERIENCE*** University degree in Social Sciences, Development Studies, Human Rights, Law or relevant area.
* At least 3-4 years of relevant working experience with right-based issues; preferably human rights, trafficking in persons, gender-based violence, rights and laws within civil society sector.
* Strong knowledge of Children’s rights.
* Demonstrated skills in the design of human rights projects with experience in Anti Human Trafficking an added advantage.
* Experience in proposal development.
* Good analytical and report writing skills.
* Demonstrated ability to set and achieve objectives.
* English language proficiency a must, local languages an added advantage.
* Strong communication (verbal and writing skills), interpersonal and representational skills.
* Flexible and adaptable to dynamic changes and fast-paced work environment
* Ability to work with minimum supervision.
* Knowledge of word, Microsoft excel and power point.
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| **Date of issue:**  |

***Save the Children will never ask that you pay for anything as part of the selection process or thereafter***