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| **JOB TITLE:** Trafficking in Persons Advisor  |
| **TEAM/PROGRAMME:** Joint Trafficking In Persons (JTIP) | **LOCATION:**  Lusaka  |
| **GRADE**: 3 | **POST TYPE:** National  |
| **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 (TIP) Advisor will provide overall thematic guidance on program implementation and also be responsible for the coordination of program implementation at the Provincial level with the partners. The TIP Advisor will be responsible for strengthening and designing strategies for ending trafficking in persons in Zambia. She/He will provide strategic and programmatic guidance on delivery of interventions to prevent and respond to TIP.The role entails 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 strategic and programmatic guidance on delivery of project interventions to prevent and respond to TIP and works closely and collaboratively with the programme team and partners.  |
| **SCOPE OF ROLE:** **Reports to:**  Deputy Director -Technical. **Staff directly reporting to this post**: Project Officers. |
| **KEY AREAS OF ACCOUNTABILITY:****Partner Management:*** Support project strategic thinking to ensure proper implementation of project activities.
* Support management and planning of implementation of the project’s outputs and activities.
* Assist in developing, updating and implementing project workplans and ensure effective and accountable project implementation.
* Supervise project officers’ assignments and programmatic outputs.
* Review consultant outputs and provide strategic thematic inputs on baselines, researchers, activity outputs etc.
* Work closely with the project team and partners to achieve project objectives including adapting program implementation to meet emerging needs.
* Participate in planning and execution of different meetings, trainings, workshops, seminars and conferences on TIP.
* Develop varied policy and project status papers and briefs as well as TIP context analysis papers.

**Coordination*** Organize and facilitate project team including partners’ meetings on a quarterly basis and ensure appropriate follow-up.
* Participate and advise on strategic and joint initiatives with project staff and partners.
* Identify and reach out to new actors, including relevant national organizations, private sector actors and civil society organizations among others.
* Where required represent the project in external meetings.
* Act as focal point by coordinating and liaising with project officers and partners on activity implementation in the three project locations.
* Participate in and conduct workshops and seminars on TIP and facilitate the strengthening of networks among key partner agencies.

**Technical Support*** Undertake consultations on anti-TIP issues under the four strategic pillars of prevention, protection, prosecution and partnership, with relevant government partners, CSOs, international bodies and organizations, as required.
* Coordinate policy development, including the review and analysis of issues and trends on TIP.
* Initiate, coordinate, and participate in the preparation and drafting of a variety of written outputs, such as technical publications, background papers, progress reports, evaluation reports, mission reports, briefings and presentations.
* Support partner agencies in design and implementation of anti-trafficking activities.
* Support in organising and implementing training on different aspects of anti-TIP work.
* Make inputs to talking points, briefing and background papers for the Project Director and Country Director.
* Maintain a watching brief on events and knowledge development in the area of TIP in Zambia and the region.
* Support programme development with a view to ensuring the continuous expansion of the UNODC portfolio.

**Reporting, Monitoring and Evaluation*** Support in preparation of high-quality and timely monthly/quarterly/annual reports, as required by JTIP, Save the Children and donors.
* Support regular monitoring and support site visits to partners and target communities.
* Monitor activity plan highlighting any significant deviation from plan and make recommendations to the Project Director- Technical.

 The post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **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 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 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 Science, Political Science, Development Studies, International Relations..
* At least 5 years of relevant working experience; preferably in the area of Human Trafficking, Gender Based violence, human rights or related field within Government, INGOs etc.
* Demonstrated experience and knowledge in implementing TIP projects/ activities.
* Experience in the implementation of Anti Human Trafficking activities is an added advantage
* Demonstrated ability to apply advocacy and networking skills within district and national level settings.
* Program management skills to design and deliver programs with partners and/or through direct assistance.
* Fluency in written and spoken English with good analytical, report writing skills.
* Strong communication, interpersonal and representational skills.
* Ability to work collaboratively as part of a team as well as independently as required.
* Knowledge of Word, Microsoft Excel and PowerPoint.
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| **Date:**  |

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