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| **TITLE:**  **Child Participation Assistant** |
| **TEAM/PROGRAMME:**  | **LOCATION: Juba** |
| **GRADE**: 5 | **CONTRACT LENGTH:** 6 Months  |
| **CHILD SAFEGUARDING: (select only one)**Level 3:  the role 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 in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** Under the strategic guidance direct supervision by Child Participation Coordinator, the Child Participation Assistant will be responsible for supporting Child participation integration with/in Child Protection, Child Rights Governance, Education, Health, and Nutrition, FSL, Advocacy and Child Safeguarding.The incumbent of this position represents Save the Children values and principles in interactions with staff and external audiences. These values and principles include commitment to the mission of Save the Children international, team orientation, quality management and leadership development, introducing systems and procedures to strengthen staff motivation and productivity. 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: : Child Participation Coordinator****Staff reporting to this post:** None**Budget Responsibilities:** None**Role Dimensions**: * **Internal:** All Staff and all Managers in Save the ChildrenProgramme level, Operations Manager, Finance, Logistics and HR in Juba
* **External:** County level sections, Local and International NGOs and UN Agencies in Juba
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| **KEY AREAS OF ACCOUNTABILITY :** * The Participation assistant will contribute to the creation of opportunities for Children to become involved in a variety of engagement activities that are intended to improve meaningful child Participation.
* Mobilization of Children and Youth for planned events such as International and national days, online meetings, Panel Group Discussion to amplify children voices
* Support the formation and strengthening of functional children’s structures at levels.
* Support the media team in content gathering.
* Participate in Girls’ Mentorship Program as a way or mean of Girls empowerment for active participation.
* Strengthen feedback mechanism between SCI and the school administration, and between SCI and the children through regular visit and interaction
* Conduct regular consultations with children on innovative activities that will promote their meaningful participation and amplify their voices (Music Dance and Drama, writing competitions, Poem
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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** * Secondary School Certificate and Diploma in counselling, psychology, social work, or any other relevant field will be additional advantage.
* At least 2 years work experience in implementing Child Participation project.
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| **EXPERIENCE AND SKILLS****Essential*** Proven capacity to train, supervise, and coach children and volunteers on key child participation topics.
* Practical experience on Child centred Social Accountability approaches in Child participation.
* Fluent in written and spoken English.

Fluent in basic/Juba Arabic **Desireable*** ***(***Knowledge of the area, socio-culture and local language where the post is located as an added advantage
* Demonstrated expertise in both hard and software implementation of WASH in emergency situation
* Experience in basic sanitation and hygiene promotion tools
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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. |
| **JD written by:** | **Date:** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |
| **Deadline** | **10-Dec-2021** |