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| **CP Coordinator (1 position)** |
| **TEAM/PROGRAMME:** Child Protection programme  | **LOCATION: Dadaab** |
| **GRADE**: 3 | **POST TYPE:** National (12 months) |
| **Child Safeguarding:** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people |
| **Dimensions:** Save the Children has been operational in Kenya since the 1950s, providing support to children through developmental and humanitarian relief programmes delivered both directly and through local partners. Current programming focuses on child protection, child rights governance, education, health, HIV/AIDS, livelihoods, nutrition and WASH. In 2012, as part of a global reorganization process, Save the Children combined the programmes of SC UK, SC Canada and SC Finland to create a single operation in Kenya. In Feb 2014, we completed a second transition, which saw us join forces with the British INGO, Merlin, and merge their health and nutrition programmes with our own. Save the Children now has an operational presence in Bungoma, Dadaab Refugee Camp, Garissa, Mandera, Turkana and Wajir and we work through partners in many other parts of the country. We employ nearly 300 staff and will have an operating annual budget in 2015 of approximately US$20-25 million. |
| **SCOPE OF ROLE:** The role holder will particularly focus strengthening Child Protection Project management and quality case management, lead coordination of CP activities including rapid CPiE assessment, technical and managerial support to the child protection working group including but not limited to budget and project management. The role will be in charge of managing projects on PRIME, ensure data accuracy and timely implementation of phased budgets and quality donor reports. The role will lead CP team and be in charge of people management and support capacity development. The role holder will lead in strengthening BIA/BID process, setting up child friendly spaces and working with the relevant departments in GoK such as the department of children services (DCS)**Reports to: Program Manager.** |
| **KEY AREAS OF ACCOUNTABILITY:****PROGRAM DELIVERY*** Performance management and supervision of all CP staff
	+ Lead and motivate the CP team to ensure effective project implementation.
	+ Ensure key problems are brought to the attention of the Program Manager and other relevant senior staff for discussion and review.
	+ Ensure that all relevant staff receives appropriate induction and training.
	+ Make regular support visits to camps.
* Develop and implement an integrated reintegration strategy for vulnerable children returning to their communities with a particular emphasis on education and livelihoods strategies.
* Monitoring and evaluation of programme activities:
* Ensure quality BIAs and case management process is maintained.
* Review of cases and assessment reports
* Review of case management CPIMS forms and conducting quality check.
* Convening and chairing BID panel meetings (main and mini-BID panels)
	+ Assist CP teams to identify the technical support required in the implementation, monitoring and evaluation of project activities.
	+ Work with project staff to assist in the development of new project proposals and the evaluation and documentation of programme activities.
* Develop and undertake training in aspects of child protection for programme and project staff as well as children, partners and community-based child protection networks.
* Mentor the relevant staff to facilitate the continued development of his project, budget and personnel management capacity.
* Work with the field Officer to oversee the management of the Separated Children’s Database as a tool for information storage and analysis, and case management.
* Continue to develop understanding on children’s meaningful participation throughout the programme, and work with child protection staff on strategies to enable children to identify and address the issues of concern to them and promote their voices in local, regional and national.

***Monitoring , Evaluation and Reporting**** Work with the Monitoring, Evaluation, Accountability and Learning (MEAL) team for monitoring and evaluation of programme activities including taking corrective action where necessary; preparation of Counselling reports, documentation of lessons learnt.
* Document milestones and success stories in the community-based child protection initiatives.
* Document programme learning and ensuring it contributes to organizational advocacy.
* Maintain an up to date information pack of various aspects affecting the beneficiaries in liaison with the other program teams and do analysis of the reports -.
* Ensure timely implementation of budgeted activities in addition to budget tracking and control and ensure clarity of reports on the various advocacy aspects in the camps.

***Partnerships and coordination.**** Ensure close coordination of outreach activities with other agencies in the three camps to ensure complementarity and synergy.
* Build partnerships to enhance community participation, ownership and sustainability of programmes.
* Collaborate and coordinate with other child protection agencies, governmental institutions, host community partners and community level structures in order to promote community ownership and sustainability of CP initiatives.
* Represent Save the Children and the CP program in interagency working groups and camp coordination meetings and build from the strategies developed through the Child Protection Working Group.
* Represent the CP programme and advocate with community, partners as well as other external visitors. Liaise closely with other actors in the child protection sector on issues related to vulnerable children. Ensure that consideration is given to their particular needs within general child protection strategies.
* Work with appropriate partners within the child protection sector to ensure the mainstreaming of child protection and those children’s rights are considered in the process of legislation formation and institution building.
* Where necessary, represent the Child protection Manager and Coordinators in meetings, both internal and external and engage with the Host Community partner.

***Implementation of activities and Accountability.**** Coordinate with finance and awards team to ensure effective budget monitoring for the project in line with donor requirements and contractual obligations, including Grant opening, mid-term and closing meetings.
* Timely implementation and strict adherence to the DIP
* Coordinate the timely implementation of all grants and ensure sound and accurate expenditure.
* Proposal development - continuously analyze needs and develops concept notes, outlining clear areas of sensitization and awareness raising.
* Oversee project activities budget expenditures and ensure they are allowable and allocable according to SCI and donor regulations; review monthly Budget vs. Actual and expenditure sheets and collaborate with the finance department to ensure accurate expenditures and reporting.
* Ensure timely production of activity/events reports as well as monthly reports as per the agreed timelines.

Working ContactsExternal The job holder is required to have regular contact with other similar organization, children, community, and government organization. The role is expected to sustain the strong and cordial relationship with UNHCR colleagues in the protection unit.InternalThe job requires the job holder to have direct relationship with all staff and field management at all levels in ensuring the organizational policies and procedures.**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 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*** At least Degree social work/social sciences or equivalent.
* At least six (6) years relevant experience in similar settings.
* Prior experience in child protection and best interest determination process in refugee set ups in essential.
* Substantial management and leadership experience, preferably in emergency programmes
* Demonstrable competence in proposal and report writing
* Experience of financial planning and expenditure monitoring
* Experience of community participation, ownership and empowerment
* Competent in using email and computer packages such as Word and Excel
* Commitment to Save the Children's child safeguarding Policy

**Competencies**:* + Has high-level communication skills’, including engaging and informative formal public speaking.
	+ Fluent in English and Kiswahili (both spoken and written). Working knowledge of local language strongly preferred
	+ Able to work effectively in a multi-cultural environment.
	+ Sets high standards for quality and consistently achieves project goals.
	+ Maintains and extends an effective network of individuals within the organisation and with government and development partners
	+ Negotiates effectively by exploring a range of possibilities.
	+ Demonstrates and shares detailed technical knowledge and expertise.
	+ Proven ability to work as a team.
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