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| **TITLE:**  Child Protection Officer |
| **TEAM/PROGRAMME:** CP | **LOCATION:** Kandahar |
| **GRADE**: 5 | **CONTRACT LENGTH:** 6 months |
| **CHILD SAFEGUARDING: (select only one)**Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** The Child Protection Officer will work under child protection project coordinator and will be responsible for overall coordination and supervision of a child protection project staff in Kandahar and Nangarhar province. And s/he is responsible to establish and maintain a good working relation with all stakeholders in targeted province and its districts. |
| **SCOPE OF ROLE:** Responsible for DEC project implementation in Kandahar province.**Reports to:** Protection Coordinator **Staff reporting to this post:** **Direct:** Social Workers and Facilitators**Indirect:** other staff**Budget Responsibilities:** No**Role Dimensions**: The post holder will establish good working relationship with project staff within internal environment. |
| **KEY AREAS OF ACCOUNTABILITY :** * Supervision and management of community-based staff particularly the social workers and facilitators
* To develop short-term implementation plans (weekly and monthly) plan according to annual project work plan.
* safe identification and referrals by community based child protection mechanisms.
* Identify the vulnerable families and refer to receive PSS kits.
* Conduct the assessments on emerging child protection issues.
* Provide practical technical follow up and monitoring to all training and workshops conducted to ensure the sustainability and impacts of the activities.
* Assist in translation of key training material which currently in English into Pashtu (e.g. child rights, social work coaching and )
* Adapt and develop child friendly tools and training materials suitable for local context in key skill areas relating to child rights, protection and participation and support for child led organizations and networks.
* Develop new training modules and manuals on child rights issues, social work and community work skills.
* Ensure training for all Save the Children staff on Child Protection and child safeguarding policy is implemented.
* Compile and generate the training reports conducted in provinces.
* Day to day management of the project with full coordination with SCI country office and NGR office
* Support the development of partnerships between adults and children, enabling girls and boy’s participation in governance structures (e.g. shura, CPAN, and Save the children program and policy developments).
* Work closely with the Save the Children program teams, including other sectors, to develop applicable materials on child rights, child protection, participation, health education, environmental protection, etc.
* Document and evaluate experiences and lessons learnt for purposes of institutional learning
* Work closely with the Save the children program teams to inform policy developments on child rights, protection and participation.
* Ensuring high quality service are provided through CFS in targeted communities
* Working with project team to provide PSS support to the effected children/population.
* Assist in proposal and budget developments to secure funds for capacity building initiatives.
* Prepare weekly, bi-weekly and monthly plans for social workers and case workers officers
* Prepare weekly, bi-weekly and monthly progress reports of the project
* Work closely with case worker officers and social workers for successful implementation of project activities at field level
* Any other task assigned by supervisor
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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** * Bachelor degree is required in social science or another relevant field
* Well communicate in Pashto, Dari and English
* Demonstrable competence in training , supervision ,monitoring and evaluation
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| **EXPERIENCE AND SKILLS****Essential*** More than 4 years’ experience in work focusing on children’s rights and protection issues.
* Good communication, interpersonal and negotiation skills.
* Good working knowledge (spoken and written) of English and Pashtu/Dari Language.
* Skills in report writing.
* Experience in conducting training
* Ability to manage a project
* A relevant degree in education, social sciences or a closely related field;
* Extensive experience as a trainer using participatory methodology.
* Experience in undertaking training needs assessment
* Experience in developing training materials
* Knowledge of child rights, child protection and child participation
* Proven competence in using participatory/interactive methods in working with children in difficult circumstances;
* Politically and culturally sensitive, awareness of gender issues, with qualities of patience, tact and diplomacy
* Ability to work independently and as a member of a team;
* A willingness to work as part of a team in a complex and sometimes insecure environment.
* A preparedness to work in uncertain security environments.
* Computer literate (word processing, spreadsheets, email).
* Commitment to the vision, mission and goals of SC.
* Commitment to SC Child Protection Policy
* Experience in working with an International organization for at least 2 years;
* Good sense of humour and flexibility
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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:** |