

### **Duties and Responsibilities:**

- Ensure – through clear weekly and monthly work plans – protection monitoring, field assessments, community-based activities, especially life-skills, socio-recreational and awareness raising activities, are carried out in a timely, effective and technically sound manner.
- Supervise the conduct of individual interviews and facilitate participatory protection assessment – applying the Age, Gender and Diversity Mainstreaming approach - to fully understand the displaced population in its diversity, their protection concerns and priorities, and the resources available to them.
- Support the collection of information/data about vulnerability, protection needs and concerns of the targeted population.
- Ensure that the above-described protection information gathering, sharing and filing are done in accordance with agreed information management system that respects the dignity and ensure the confidentiality of the information sources
- Act as focal point for the identification and referral of Vulnerable Individuals and People with Specific Protection Needs for adequate assistance according to NRDC pre-defined criteria and protection cluster referral criteria.
- Manage individual protection cases, including maintaining strict protocols for confidentiality and consent.
- Update case files on individual developments, following NRDC's SOPs and ensuring beneficiaries' data are protected.
- Conduct follow-up monitoring visits to ensure that needs have been met in an appropriate manner and beneficiary have the opportunity to provide feedback on the assistance received.
- Ensure dissemination of clear and reliable information on service provision and other preselected key topics.
- Contribute to the establishment/maintenance of a referral pathway, respectful of the confidentiality principle and NRDC's SOPs.
- Contribute to building the capacities of local actors through involvement in their capacity-building planning, localized protection network meetings and co-facilitating their training sessions.
- Supervise and coordinate the organization and implementation of community-based activities, especially socio-recreational, life-skills and awareness raising activities, with special emphasis on extremely vulnerable individuals and people with specific needs, with the aim of improving their psychosocial well-being.

