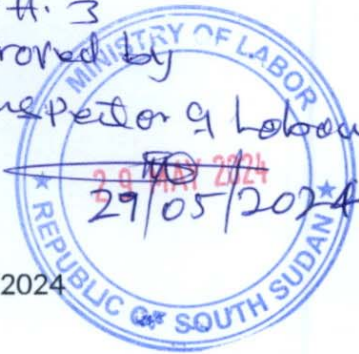


SO. H. 3
Approved by
Inspector of Labour



29 May 2024



Save the Children

Job Advertisement:

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Case Management FTR Specialist (National)

Location: Juba with extensive field travel

Reports to: Child Protection & Child Rights Technical Advisor

Contract Period: 12 months

Subject to award approval

CHILD SAFEGUARDING:

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; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

Save the Children (SCI) has been the lead agency for family tracing and reunification (FTR) in South Sudan since 2014. Working with the UN, international and national partner agencies, SCI coordinates humanitarian actions and responses for children who have become separated from their biological families. Save the Children and our partner organizations have reached most states in South Sudan with case management interventions, including FTR and alternative care. Additionally, Save the Children is the national systems administrator for the Child Protection Information Management System (CPIMS+) database. However, over the years, a constantly changing context, weakened inter-agency cooperation, and shrinking financial resources have constrained the quality of FTR service provision. In response, Save the Children has developed an FTR Uplift Improvement Plan and is recruiting a dedicated FTR Specialist to lead work with unaccompanied and separated children (UASC).



The overall role of the FTR Specialist is to enhance the quality of FTR and reach under the supervision of the Child Protection and Child Rights Governance Technical Advisor (CP&CRG TA). The FTR Specialist will lead the implementation of the FTR Uplift Improvement Plan, guide the design and strategic development of FTR programs, and support activities addressing the needs of UASC.

The FTR Specialist will focus on building Save the Children's and partner agencies' technical capacity and quality internally and will play a leading role in external child protection coordination mainly the Inter-Agency Case Management Task Force (CMTF) which has an in-built Unaccompanied and Separated Children Working Group (UASC-TWG), and a sub-group of the Child Protection Area of Responsibility (CP AoR) as well as participation in relevant coordination entities. The FTR Specialist will review and develop Save the Children's and inter-agency strategies, tools, and SOPs to harmonize practices and ensure shared resources. The role includes supporting the inter-agency Child Protection Information Management System (CPIMS+), both internally within Save the Children and with partners in the CMTF. The FTR Specialist will work closely with staff on coordination of FTR processes and on information management, ensuring case files are completed and stored according to quality standards.

The role will include facilitating regular workshops at field and national level, leading on developing an inter-agency FTR capacity building plan, provision of on-the-job training and establish a solid system for mentoring and supervision, including regular case review meetings. The Case Management Specialist will work particularly closely with Child Protection Managers and Coordinators, Case Management Officers, and Case Workers. The role will be primary based in Juba but requires considerable field work in all operational areas implementing UASC activities.

KEY AREAS OF ACCOUNTABILITY:

Standardising tools and approaches

- In collaboration with the CP&CRG TA, ensure that UASC programs implemented by SCI, partner organizations, and members of the CP AoR align with local systems where possible and adhere to inter-agency and SCI-specific standard operating procedures, minimum standards, and technical guidance.
- Regularly establish, review, and adapt standard tools and approaches, and support case management and FTR teams and partners to understand and effectively use case management/FTR tools and forms.
- Facilitate workshops at all relevant field locations to take stock of progress and needs.
- Develop additional guidance as needed for FTR Case Workers (CWs) in line with SC and sector-wide best practices.
- Support the development and updating of service mapping and referral pathways.
- Adapt relevant field-friendly guidelines to the context in coordination with CMTF.
- Serve as a coach to FTR/CM Supervisors, including partner staff, to guide them in providing the needed technical support to their teams in identification, registration, assessments, development of case plans, provision of services, or referral of UASC based on their protection needs.
- Establish and strengthen working relationships with relevant government authorities through the CMTF to improve coordination and develop a harmonized approach to case management and FTR.
- Ensure cooperation, collaboration, and integration with other sectors and cross-cutting themes, such as MHPSS.
- Liaise with humanitarian actors, authorities, and communities to increase the quality of FTR case-management service provision and disseminate information to ensure participation and safe access of children to FTR services.



Capacity building & support:

- Review and update the South Sudan inter-agency FTR training (and ToT) packages for FTR Case Workers and supervisors.
- Develop, contextualize, and carry out inter-agency case management Supervision and Coaching trainings and support field-based SCI and partner CM/FTR teams to systematically use the SCI Mentoring and Supervision approach.
- Support and facilitate capacity building of field teams and partner organizations in implementing programs for UASC, building on inter-agency Global standards for CP in Humanitarian Action.
- Systematically build the capacity of Case Management and FTR Supervisors to mentor and supervise CWs, ensuring adherence to good practices and inter-agency CM/FTR guidelines, and meeting minimum standards in their daily work.
- Support field-based CM/FTR supervisors and partners to hold regular case conferences and 1:1 meeting with CM staff.

Information management:

- Provide technical management and support to staff on information management ensuring case files are completed and stored according to the quality standards, and case management data is ready to be provided for analysis and reporting.
- Support and train the Child Protection Information Management team on basic child protection principles including FTR and case management, to use and manage the national level IA CP IMS computer database and oversee regular and accurate updating of the system.
- Support and train the Child Protection Information Manager to manage the integration of Rapid FTR into the national level IA CP IMS SOP and information flow as required.

UASC and alternative care:

- Lead on Save the Children's technical approach to alternative care.
- Support staff to respond to the needs of UASC and implement the inter-agency Alternative Care guidelines, as developed by the inter-agency task force.
- Review and develop capacity building materials and support mechanisms to foster families, kinship families, mentors and others involved in the daily care of UASC.
- Ensure availability and use of quality benchmarks for alternative care including interim care services.

External relations and coordination:

- Lead the inter-agency CMTF and represent SCI in other initiatives related to case management and FTR.
- Promote a commonly agreed, harmonized approach, practices, and tools for case management and FTR among child protection actors and other relevant stakeholders.
- Support the CMTF and the UASC-TWG and lead on the development and implementation of inter-agency Monitoring and Evaluation systems on the coverage and quality of FTR and case management (staff ratios, timeframes, documentation, feedback mechanisms): develop/agree on interagency indicators for case management reports, strengthen the feedback system.
- Ensure that coordination with other actors is happening effectively in each location.
- Attend the Child Protection AoR coordination meetings.



- Attend and initiate relevant community-based mechanisms/leaders to support FTR case management.
- Engage with relevant community-based mechanisms/leaders to support FTR case management.

MEAL, reporting and documentation:

- Work with the PDQ MEAL team to ensure a variety of age and gender appropriate accountability mechanisms.
- Support case workers and partner agencies in documentation and the use of case management/FTR forms.
- Train and conduct case file audits and train staff and partners in the use of case management/FTR and alternative care quality benchmarks.
- Support the CP&CRG TA in drafting reports based on trends of cases for donors as needed.
- Support SC teams in field locations to ensure safe programming.
- Perform other tasks as requested.

Other:

- Ensure a strict adherence to the principles of child protection and child safeguarding, including respect for confidentiality and always acting in the best interests of the child.
- Comply with Save the Children policies and practices with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- As delegated, assumes role of CP & CRG TA through providing strategic leadership, leading sectoral programme development and overall technical oversight and guidance to program design and delivery.

QUALIFICATIONS COMPETENCIES FOR THIS ROLE:

Applying Technical and Professional Expertise: Applies the required technical and professional expertise to the highest standards; promotes and shared best practice within and outside the organisation

Level required: Accomplished

Delivering Results: Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving their own performance or that of the team / organisation.

Level required: Accomplished

Problem Solving and Decision-Making: Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation.

Level required: Accomplished

Leading and Inspiring Others: Demonstrates leadership in all our work, embodies our values, and articulates a compelling vision to inspire others to achieve our goals for children.

Level required: Accomplished.

Developing Self and Others: Invests time and energy to actively develop self and others to help realise their full potential, and to build the organisation's capability for the future

Level Required: Accomplished



QUALIFICATIONS AND EXPERIENCE:

Essential

- 5 years' experience with NGO's.
- Education to BSc Honours/MSc level in Social Work, Human rights Law, International Relations, Development Studies or relevant Social Sciences.
- Vast child protection experience working in emergency contexts/fragile states at the level of manager or specialist role.
- Experience in FTR programming including strong skills on UASC response, alternative care and case management.
- Experience in training and capacity building of staff in a field programming context.
- Good working knowledge of the Inter-Agency Child Protection Information Management System.
- Experience in monitoring and evaluating child protection programmes.
- Experience of representation and ability to represent SC effectively in external forums.
- Good problem solving, decision making, strategic planning and analytical skills.
- Ability to plan well, set own targets and meet them with minimum supervision.
- Ability to meet deadlines and work under pressure.
- Excellent communication skills
- Strong influencing skills and experience in advocacy
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- A high level of written and spoken English
- Commitment to and understanding of child rights, the aims and principles of SC, and humanitarian standards such as the Sphere Charter and the Code of Conduct. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support.

Desirable

- Specific experience of working in interagency projects.
 - Experience in psychosocial support programmes for children, MHPSS.
- Previous experience of working with Save the Children

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.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](#))

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.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support

Deadline for submitting applications: 17th, June, 2024.

Cc: MoIJobadvert@gmail.com:(National Ministry of Labour email Address Juba)

