



**Job title:** Child Protection Manager  
**Band/Level/Grade:** 7B  
**Department:** Child Protection  
**Location:** Bentiu- Rubkona  
**Overtime eligible:** n/a



**BACKGROUND:** The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with program portfolio covering health, nutrition, EH, child protection, economic recovery and development (ERD)/livelihoods, women's protection, and empowerment, Education and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

**Summary of Responsibilities**

The Child Protection Manager will ensure the effective management and coordination of child protection projects in Rubkona (Rotriak). S/he will maintain a coherent overview of implementation, performance against key CP indicators, financial management, initiate and follow up procurement of program supplies, reporting, representing IRC in the state level coordination including CPAoR, ensure appropriate, timely and accurate sharing of information with the Field Coordinator and CP Coordinator.

**Major Responsibilities:**

**Project Startup**

- Responsible for the development of project work plans in line with the project's objectives, procurement plan, and spending plan for CP Projects in Bentiu Field Offices
- Ensure all new staff have 90-day action plans and orientations.
- Ensure all team members are oriented to the project outcomes and activities, and clearly know their roles and responsibilities.
- Liaise with Child Protection Coordinator to ensure all staff are trained on their core responsibilities.
- Work with Field Coordinator and Child Protection Coordinator to ensure that all County-level approvals are obtained prior to start of project implementation.

**Program Management and Implementation**

- Oversee implementation of Child Protection programs, management of budgets (budget forecasting, BVA review, and budget follow-up) and reporting in accordance with IRC and donor regulations.
- Provide guidance to the child protection team and community-based child protection structures in responding to child protection during COVID-19.
- Provide project implementation guidance for Child Protection, in collaboration with the Child Protection Coordinator.
- Ensure team members have individual monthly work plans prepared in advance of that month and update as necessary.
- Promptly identify and recommend solutions to technical issues.
- Ensure that all interventions are in compliance with the IRC's program strategy, national policies, CP Minimum Standards, and SPHERE Protection standards.
- Work closely with operations and grants to coordinate to ensure quality, timely implementation and development of programs, including providing oversight over the budget versus actual indicator

Approved by *Smeip 8 HRD*  
 Director of Labour



- tracking tools, and other grant management tools used by the IRC; and regular monitoring of internal program purchase request tools.
- Work with team to ensure projects are implemented in conformity with the IRC program framework promoting and protecting rights, participation, capacity building, partnership, and holistic planning.
- Ensure donor compliance in program implementation and procurement.
- Undertake regular field monitoring visits to assess progress and identify technical quality issues and/or other implementation issues, provide solutions and implement modifications as required.

#### **Grant Monitoring and Reporting**

- Ensure that monitoring and evaluation systems are developed (including indicator tracking sheets) and implemented in the field office in collaboration with the M&E team, that activity, output and outcomes data are captured in an accurate and efficient manner, and that programs are continually tailored to optimize quality.
- Work with M&E team and Child Protection Coordinator to design robust monitoring tools for remote monitoring and ensure program quality.
- Ensure all monitoring activities are fully documented, including systematic and timely data collection and reporting as required under the grant and for IRC M&E purposes.
- Contribute to IRC and donor reports as per set schedules (monthly, quarterly and annually) on grant activities, indicators and achievements, as requested by the Child Protection Coordinator.
- Submit a weekly situation report and program update to the Field Coordinator and Child Protection Coordinator respectively.

#### **Staff Management and Development**

- Coach, train, and mentor staff with the aim of strengthening their technical capacity, exchanging knowledge within the team and providing professional development guidance
- Supervise and mentor direct-report staff, including communicating clear expectations, setting performance objectives, providing regular and timely performance feedback, and providing documented semi-annual performance reviews.
- As part of succession plan and nationalization goals, identify, train and develop capability and capacity of a national staff by end of assignment
- Provide constructive feedback and promote staff care and well-being; approve and manage all leave requests to ensure adequate coverage.

#### **Representation and Coordination**

- Build strong relationships with relevant ministries, other government actors as appropriate, State level Child Protection Working Group and other stakeholders, establishing IRC as a key actor in Child Protection.

**Compliance:** Ensure that all activities respect the principle of confidentiality and that all incidents reported to IRC are handled with due regard to protection principles.

Ensure adherence to IRC-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.

Incorporate and comply with any new procedures and guidelines designated in circulars from Country Director

Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the supervisor, the Country Director, or through the anonymous reporting mechanism. The reporting of violations is an obligation on the part of all staff members.

Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers

Ensure compliance of IRC's Child Safeguarding policy in all IRC activities and report any violations observed or reported through the necessary channels immediately.

**Confidentiality:** Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.



### **Key Working Relationships:**

**Position Reports to:** Field Coordinator for administrative issues and to Child Protection Coordinator for technical issues

**Position directly supervises:** Child Protection Officer and PSS Officer,

### **Other Internal and/or external contacts:**

Child Protection Case workers, Child Protection Social Workers, Community Child protection Volunteers, Child Protection Focal Points from Community Child Protection Committees and Child Protection Help Desk Focal Points. Other programs' Managers, State CPWG, Child protection partners and State actors.

### **REQUIREMENTS**

- Minimum Education: Degree in social work, Human rights, Psychology, Sociology, or related social science field of study from Well recognized and accredited Institution.
- Minimum of 5 years of progressive mid-senior management experience in the area of child protection programs.
- Demonstrated knowledge of child protection in emergency and MHPSS
- Demonstrated experience working with vulnerable children or unaccompanied and separated children preferred.
- Ability and flexibility to understand the cultural and political environment and cooperate with local authorities and other humanitarian actors
- Experience working in a multidisciplinary team is an advantage.
- Excellent communication skills, and writing of concise reports in English
- Strong interpersonal skills, strong initiative, able to handle complex assignments
- Good computer knowledge (Office Word and Excel, outlook)
- Works collaboratively with team members to achieve results.
- Ability to work in isolated areas with minimum comfort. Flexible and innovative.
- Fluency in English is required

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Safeguarding policy:** The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for



women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws

Any candidate who may wish to do job solicitation to win favor whether being directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the recruitment process.

**The position is strictly for south Sudanese Nationals with all the National documents.**

**NB: Female candidates are strongly encouraged to apply.**

**How to Apply.**

Interested applicants should submit copies Academic credentials and updated CV with contact details of 3 referees and copies of their National ID to the Human resource Department in Bentiu or through email. [SS-HR@rescue.org](mailto:SS-HR@rescue.org) Not Later 16<sup>th</sup> August 2023.

Note. Only shortlisted Candidates shall be contacted and attach only photocopies while originals will be asked at the time of the interview panel while all the photocopies will remain IRC's properties.

