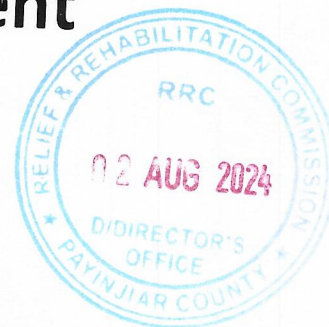


# Vacancy Announcement

Job Title: Child Protection Officer  
Band / Level / Grade: 8B  
Department: Child Protection  
Location: Ganyiel Field Office  
Overtime Eligible: Exempt  
Opening Date: 1<sup>st</sup> August 2024  
Closing Date: 20<sup>th</sup> August 2024



## 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. 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, child protection, economic recovery and development (ERD)/livelihoods, women's protection and empowerment 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 groups. Integrated Protection in South Sudan covers Protection and Women's Protection and Empowerment, Child Protection and CCCM with a strong focus on ensuring gender equality in both programming and organizational practice.

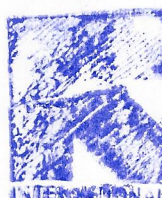
## Summary of Responsibilities

The Child Protection Officer is responsible to provide technical oversight in case Management, supervision to the child protection caseworkers during field deployments, prepare periodic reports and responsible for the capacity building of the community-based child protection structure activities. She/he will be responsible for the monitoring and evaluation of the program, conduct and lead the client responsiveness measures in the field location. S/he is also responsible in strengthening referral pathways for more complex cases that require more specialized services. Working closely with the Child Protection Manager to achieve the objective of the project as well as contribute towards the safety core outcome.

## Major Responsibilities

Under the direct supervision of the Child Protection Manager, the Child Officer will be responsible for the following specific activities:

- Responsible for providing daily technical guidance and supervision to Child Protection Caseworkers in accordance with the CP minimum standards (2019) and best practice.
- Ensure that all documentation from the CP Caseworkers is completed on a daily basis.
- Provide problem solving solutions to the direct reports through on-the-job training and guidance.
- Provide training to the caseworkers and volunteers on case management, PSS, PFA with the help of the child protection Manager.
- Review the case management forms and ensure all the relevant information are captured before the case workers encode into the CPIMS+ database.
- Conduct a weekly case management review meeting with the caseworkers to discuss the progress made on the individual cases based on the timely follow up finding.
- Provide coaching and mentoring support to the caseworkers.
- Conduct monthly case file audits and provide one on one feedback to the case worker on how to improve their work with children and families and ensure the child's needs assessment corresponds to the actions established in the case plan.
- Make sure the consistency of the number of caseload against the hard copy case files and support the Case Workers in the case file management.
- Conduct mass awareness raising sessions within each community on integrated key messaging for health, nutrition and child protection as well as the referral pathways





- Compile the monthly indicator tracking tool and share to the senior M&E officer for further consolidation.
- Prepare the annual child protection statistics according to the IRC CP technical coordinator guide.
- Routinely monitor the child project activities including the SEL games to the children in the community.
- Prepare the monthly 5W report and other periodic reports
- Facilitate the quarterly FGD with the beneficiaries as part of the client responsiveness.
- Develop quality success stories and lessons learnt for measuring the project impact.
- Perform any other duties as may be assigned by the supervisor.

**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:** Child Protection Manager with dotted line to the Deputy CP Manager in charge of CPIMS+

**Position directly supervises:** Child protection case workers.

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

Community Child protection Volunteers, Community based child protection mechanisms (CBCPM) and other sectors.

#### **Job Qualifications:**

**Education:** Bachelor's Degree Level required preferably in Social Work & Social Administration, Development Studies, Sociology, Human Rights, Psychology or other related Social Sciences. Diploma holders in the above disciplines with strong experience in the similar job can also be considered.

**Work Experience:** Minimum of 4 years of progressive experience in Child Protection program especially case management in humanitarian settings; Demonstrated knowledge of child protection, MHPSS or social work minimum standards; Demonstrated experience in working with vulnerable children (unaccompanied and separated) preferred; Experience of working with a diverse portfolio of Donors and knowledge of specific donor guidelines.

#### **Demonstrated Skills and Competencies:**

High degree of flexibility and ability to work under extreme hardship conditions, Ability to work under pressure for meeting tight deadline; Good computer knowledge (Office Word and Excel, outlook) including working on different database, Experience working in a multidisciplinary team is an advantage; Strong interpersonal skills, strong initiative, able to handle complex assignments; Works collaboratively with team members to achieve results; Ability to work in isolated areas with minimum comfort.

#### **Language Skills:**

Excellent communication skills, and writing of concise reports in English





## 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.

**Gender Equality:** IRC 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 parental leave, gender-sensitive security protocols and other supportive benefits and allowances.

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 law.

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.**

## How to apply:

Interested applicants should submit a cover letter, CV and Academic Qualification documents with 3 references and a copy of the national ID, including daytime telephone contact to **Human Resources Department** at [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org). Alternatively, applications can be hand-delivered to IRC Juba Offices at **APTECH Office Building**, 3rd & 4th Floor, Plot Number 63, Block AXIII, 3rd Class, Hai Malakal, Juba or **IRC Ganyleil Field Office** next to the Airfield. Please clearly mark the position title and duty station.

Deadline for submission is slated for **20<sup>th</sup> August 2024**. NOTE: Only shortlisted candidates will be contacted. Attach photocopies only while the original will be asked at the interview panel and all the photocopies will remain the property of IRC.

**"Women, minorities and people living with disabilities are encouraged to apply"**



Approved by  
DSC Deputy  
Director  
2/8/2024

