



Job Description

Job Title: Child Protection and M&E Officer
Band / Level / Grade: 8B
Department: Child Protection
Location: Koch County, Unity State
Overtime Eligible: (per local law) Exempt

Endorsed
State Labor Office
Unity State - Bentis
[Signature]

BACKGROUND:

The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States.

Summary of Responsibilities:

The Child Protection and M&E Officer is responsible to provide technical oversight, supervision to the child protection caseworkers during field deployments, prepare periodic reports and responsible for the capacity building of the community 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 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 direct reports through on the job training and guidance.
- Provide training to the caseworkers and volunteers on case management, PSS, PFA and Parenting skills.
- Review the case management forms and ensure all the relevant information are captured before the data entry clerk 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. Child protection key messaging will include topics such as prevention of family separation, prevention of violence against children, importance of positive parenting and PSS/stimulation.

- Facilitate and /or undertake additional data collection activities including planning and coordinating data collection methodologies and analysis with relevant staff of other offices.
- Compile the monthly indicator tracking tool and share to the manager for further decision.
- Prepare the annual child protection statistics according to the IRC CP technical coordinator guide.
- Routinely monitor the child project activities including the SAFE component in Koch field office
- Prepare the monthly 5W report and other periodic reports
- Facilitate the quarterly FGD with the beneficiaries as part of the client responsiveness.
- Perform other duties as required by his/her 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

Position directly supervises: NA

Other Internal and/or external contacts:

Child Protection Assistants-SAFE, Child Protection Caseworkers, Community Child protection Volunteers, Child Protection Focal Points from Community Child Protection Committees, , and Child Protection Help Desk Focal Points.

Job Qualifications:

Education: Bachelor's Degree or National Diploma is required, preferably in social work, Sociology, human rights, Psychology or other relevant profession.

Work Experience: Minimum of 2 years of progressive experience in Child Protection program including case management in humanitarian settings; Demonstrated knowledge of child protection, MHPSS or social work minimum standards; Demonstrated experience working with vulnerable children or unaccompanied and separated children preferred; Experience 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 sometimes extreme hardship conditions against tight deadlines; 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 the IRC Way – Code of Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons and several others.

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.

Closing Dateline is 31st Dec,2020

Females are strongly Encourage to apply

