



## Vacancy Announcement

|                       |                                 |
|-----------------------|---------------------------------|
| Job title             | Deputy Child Protection Manager |
| Number of position(s) | 1                               |
| Band/level/Grade      | 7B1                             |
| Department            | Child Protection                |
| Location              | Nyal-Unity State                |
| Overtime eligibility  | N/A                             |
| Date of issue         | 22 <sup>nd</sup> September 2020 |

**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

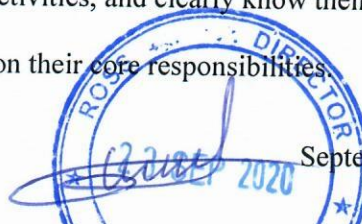
The Deputy Child Protection Manager is responsible for ensuring the successful implementation of the IRC's Child Protection Program and the delivery of planned outcomes in line with the Country Strategic Plan. With an understanding of community based child protection systems, child and family violence and a demonstrated capacity to drive program and advocacy objectives, this role will operate and influence the community in Nyal. The Deputy Child Protection Manager will manage the Safe to Learn Project in IRC's Nyal Field Office, supervise the project team and report to the Child Protection Manager based in Ganyiel and take accountability for the following core activities: coordination the child protection activities as well as providing leadership and guidance to Child Protection Officer, PSS Officer, CPIMS Data Entry Clerk, CP Caseworkers and Social Workers. S/he will conduct capacity building trainings for programme staff, community structures and staff partner agencies. S/he will coordinate IRC program activities in the field offices.

### Major Responsibilities

#### Project Startup

- In collaboration with CP Manager, ensure all new staff locations are security approved and have adequate procurement plans in place.
- Ensure all new staff have 90-day action plans and orientations.
- In collaboration with Officers and Child Protection Coordinator, and Field Coordinator, develop project work plans, spending plans, and procurement plans for Nyal Field Offices.
- Ensure all team members are oriented to the project outcomes and activities, and clearly know their roles and responsibilities.
- Liaise with Child Protection Manager to ensure all staff are trained on their core responsibilities.

Acknowledge by PSS officer



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- Work with Field Manager and Child Protection Manager 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 Manager.
- 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 (2019), 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 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 (Nyal) 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 Sr. Roving M&E Officer and Child Protection Manager 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 Manager and Child Protection Manager 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 Manager for administrative issues and to Child Protection Manager for technical issues

**Position directly supervises:** Child Protection Officer, PSS Officer, CPIMS Data Entry Clerk, CP Caseworkers and Social Workers.

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

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

## **REQUIREMENTS**

- Minimum Education: Degree in social work, human rights, Psychology, Sociology or related social science field of study
- Minimum of 4 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 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.

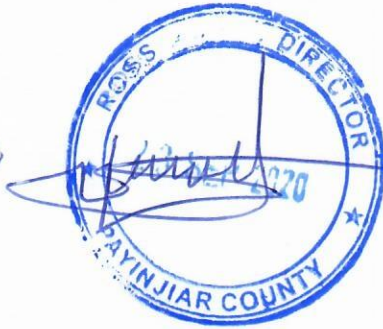
**How to Apply:** Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID** and **day time telephone contact** address it to the **Human resources Department**, IRC South Sudan and you can delivered your Application to **IRC field office in Nyal** or **Head Office-Located in Goshen House 2<sup>nd</sup> floor** or you can e-mail your applications to [SS-HR@rescue.org](mailto:SS-HR@rescue.org). Deadline for submission **5<sup>th</sup> October 2020 by 5:30PM**

**NOTE:** Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

**PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT (Email)**

**FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY**

*Acknowledge by Ross office*



September 22<sup>nd</sup>, 2020