



Job Description

Job Title: Child Protection Officer
Band / Level / Grade: 8B
Department: Child Protection
Location: Rotriak-Bentiu
Overtime Eligible: (per local law) **Exempt**



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 Officer is responsible for leading the CP case workers and CP community volunteers. The CPO will supervise effective implementation and accurate documentation of all Case management cases. She/he will be responsible for the monitoring and evaluation of the program, conducting and leading the client responsiveness measures in the field location. S/he is also responsible for service mapping and strengthening referral pathways for more complex cases that require more specialized services. Working closely with the Child Protection Manager to ensure that the project maintains its strategic vision and its activities and achievements feed into the intended outputs.

Major Responsibilities:

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

- Ensure that each caseworker is effectively carrying out CM and provide guidelines according to South Sudan CP Case Management Standard Operating Procedures through regular individual and team meetings and case reviews with caseworkers.
- Ensure cases receive appropriate support; and when needed, support individual cases, and provide regular monitoring of all aspects of services.
- Assign and review caseworker’s caseload to ensure they are manageable and share challenges with CP Manager.
- Conduct post-service child and family interviews to evaluate the quality and impact of case management by the case workers. Document feedback and analyses trends regularly; discuss lessons learned with the team and CPC and CPM
- Consistently and proactively supervise and assess the safety of field teams; promptly reporting concerns or incidents to IRC management and collaborating closely with community leaders and other external parties as the need arises to maintain/improve the security environment for IRC programs
- 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.
- Optimally empower in all capacity building including formal trainings, on the job mentor etc
- Provide briefings on child safeguarding and appropriate behavior with children to all case management staff; ensure any concerns are reported and addressed immediately.
- Support and manage a pool of case workers in their daily work and ensure distribution of tasks within the teams.
- Supervise the correct documentation and compilation of CM forms in accordance with all CM steps and related tools and procedures.

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 Director of Labour
 17 AUG 2023

- Ensure that all urgent cases are addressed immediately and shared with the direct line manager for possible intervention.
- Conduct service mapping or update the existing service mapping in coordination with the state CPWG.
- In collaboration with the CP manager, work closely with the other organizations to ensure smooth referral and monitoring of required follow-up actions.
- Hold regular caseworker mentoring and coaching sessions based on identified needs and gaps.
- Organize CM meetings with service providers when needed.
- Communicate regularly with the caseworker teams for updates on achievements and challenges.
- Undertake field visits to provide technical guidance and supervision as well as regularly monitoring of the progress of the protection project activities.
- Ensure that all cases are filed, and that information is reported in detail about the case, background, case plan, follow up and actions taken.
- Assist the case workers in the CPIMS+ data entry and coordinate with the Senior Roving CM Officer.
- Compile a weekly CPIMS+ report and share it with the Senior Roving CM Officer every week.
- 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 caseloads against the hard copy case files and support the Case Workers in the case file management.
- Ensure that the data registered in the files are safe and kept confidential.
- Organize and lead training in case management and follow up of the training sessions.
- Actively develop and maintain effective working relationships with other humanitarian actors in the field, including local authorities, UN agencies, international and local NGOs, technical working groups, community-based CP networks, service providers and other relevant stakeholders. And identify new opportunities to address unmet beneficiary needs and complimentary programming when possible.
- 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: Deputy Child Protection Manager

Position directly supervises: Case Workers, Social Workers

Other Internal and/or external contacts:

CP Assistant, Community Child protection Volunteers, Child Protection Focal Points from Community Child Protection Committees, and Child Protection Help Desk Focal Point

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. The Diploma holders in the above disciplines with strong Experience in the similar Job can also be considered from recognized and accredited Institution.
- **Work Experience:** Minimum of 2 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

'WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.'

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

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 the Email: SS-HR@Rescue.org not Later then 16th August 2023 at 5:00pm.

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.

Please indicate clearly the Position you are applying for in the subject line/Envelope.

