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| **TITLE:**  Child Protection Assistants (02) |
| **TEAM/PROGRAMME:** Child and Youth Protection  | **LOCATION:** Maban (01 in Doro camp & 01in Batil camp)  |
| **GRADE:** 5 step 1 | **CONTRACT LENGTH:** 4 months (renewable) |
| **CHILD SAFEGUARDING**Level 3:  the post holder will have contact with children and/or young people because of the nature of role. This may be but not limited to visiting field programmes; or because he or she is responsible for implementing Save the Children’s programmes. |
| **ROLE PURPOSE**Under the supervision and technical support of the Chid Protection/Case Management Officer, the Child Protection Assistant will give support in identifying, documenting and responding to child protection cases of vulnerable and at risk children to access basic services and receive other support as required. The assistant will monitor, conduct case by case follow ups and facilitate the alternative care and reunification process of unaccompanied and separated children. He/she will take lead in identification of cases for children with protection concerns using the customized Case Management forms, including the Best Interest Assessment and Best Interest Determination forms.In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** Case Management Officer**Staff reporting to this post:** noneDirect: N/AIndirect: 5 volunteers**About:** For 100 years, Save the Children has been making a difference in children's lives in more than 120 countries. We are the world's largest independent child rights organisation, underpinned by a vision of a world in which every child attains the right to survival, protection, development and participation. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.Save the Children is an organization for talented people with different backgrounds and perspectives. We are proud that our people are representative of the children we work with and we thrive on our diversity. We are an equal opportunity organisation dedicated to our core values of Accountability, Ambition, Collaboration, Creativity and Integrity. Our culture is embedded in these values, along with a strong commitment to our Child Safeguarding Protocol, ensuring that all representatives of Save the Children demonstrate the highest standards of behaviour towards children both in their private and professional lives. In South Sudan, we implement programmes in Child Protection, Child Rights Governance, Education, Food Security and Livelihoods, Health and Nutrition. We save children’s lives. We fight for their rights. We help them fulfil their potential.*Following the outbreak of armed conflict in Sudan on 15 April 2023, large numbers of civilians have been forced to flee for safety to neighbouring countries or returned home. As of May 11, 2023, newly arrived refugees / asylum seekers (other nationalities) were 2,189 and newly arrived South Sudanese refugee returnees were 48,361. In Renk and Maban refugee camp, Save the Children is one of the humanitarian agencies responding to the emergency. In Renk, Save the Children response is in child protection in emergencies (case management and Mental Health and Psychosocial Support (MHPSS) led by a Rapid Response Team. With more refugees and returnees crossing the border, the RRT is looking to expand its response scope and human capacity.***Role Dimensions**: This role will contribute towards Save the Children’s Child Protection strategic objective that ***Promoting community knowledge and ownership to protect children at risk in Maban Camps, South Sudan*** and towards Save the Children’s global breakthrough 2030 ***‘Violence against children is no longer tolerated’.*** This is a challenging role in a complex environment. It requires a dedicated and highly motivated individual who can manage the difficulties of working in such an environment and still be fundamental in helping to drive forward our programmes and our ambitions.  |
| **KEY AREAS OF ACCOUNTABILITY:*** Maintain highest standards of professional conduct and ensure actions do not put children at risks of further harm
* Conduct initial assessments for CP cases (Best Interest Assessment) and prioritize them according to risk level.
* Develop case plans with the child and family that respond to needs identified in assessments and seek support of supervision when necessary. Ensure that direct services as well as timely referrals to existing or external services and supports (medical, legal, MHPSS, etc.) are part of the case plan.
* Identify, document, trace and reunify unaccompanied and separated children in line with FTR SOPs.
* Regularly follow up to ensure all services and action points listed in the case plan are carried out within agreed time frames in light of risk level. Ensure that process is regularly reviewed.
* Regularly monitor and support children and families through home visits, providing guidance, advice and emotional support, community mediation and referrals.
* Work with CP/Case Management Officer to arrange for internal case conferences for low priority cases and present complex cases to the IA bi-weekly case conference at camp level or to the BID panel and ensure children receive multi-disciplinary support in line with SOPs.
* Work with community incentive workers to identify and support vulnerable and at risk children.
* Regularly document cases using agreed inter-agency forms, update databases and ensure that data collection and storage practices respect data protection protocols and information sharing protocol and adhere to standard documentation process and guidance on workflow.
* Support child and youth protection structures in community and schools to implement their activities, monitor and provide them with feedback
* Facilitate relavant training with incentivized workers and CYP structures/committees
* Participate and lead in communicity awareness and advocacy campaigns in the camps
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **EXPERIENCE AND SKILLS****Essential*** Diploma in Social Science, Gender Studies, Development Studies and Social Work Studies and/or other related fields of study will of great advantage.
* Previous work with children required, preferably in a social work or educational setting.
* Must be excellent in communicating with children.
* Good English oral and written communication skills
* Knowledge of local languages (Mabanese and Juba Arabic)
* Good understanding of community politics and traditional networks
* Be both self-reliant and have the ability to cooperate with others
* Be able to work in challenging environment i.e. walk substantial distances
* Ability to represent SC in South Sudan Child Protection policies and approach
* Ability to work through line management and also under limited supervision
* Gender awareness and sensitivity
* Understanding of issues of confidentiality
* High degree of initiative and responsibility
* Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate as child focused agency and an ability to ensure this continues to underpin our support

**Desirable:*** Work experience with children, especially knowledge of child rights, child protection and participation
* Previous NGO experience and an understanding of the neutral status of an international NGO
* Background knowledge in child/ youth protection, education, child rights and emergencies
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** Samuel Mwangi, CYP Manager | **Date:** December 2017 |
| **JD agreed by:** Silvia Onate, CP TS | **Date:** January 2018 |
| **Updated By:** Silvia Onate, CP TA | **Date:** 20 January 2019 |
| **Updated by:** Samuel Mwangi- CYP Manager | **Date:** 9 August 2021 |
| **Reviewed by: J**esca Driciru | **Date:** 23rd September 2022 |
| **Evaluated:** | **Date:** |