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| **Officer- Child Protection** |
| **TEAM/ PROGRAMME:** Child Protection Program, Cox’s Bazar | **LOCATION:** (i) Camps of Teknaf/ Ukhiya(ii) Host Community of Teknaf/ Ukhiya (ii) Upazilla of Cox’s Bazar Area  |
| **GRADE:** 5 | **POST TYPE:** Regular/ Contractual  |
| **Child Safeguarding:** Level 3: The role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.  |
| **ROLE PURPOSE**: The Officer ­­- Child Protection has the responsibility of supervising and supporting the implementation of prevention activities including Multi-Purpose Children and Adolescent Centre(MPCAC) operation and community-based Child Protection in an SCI area as part of the Rohingya Response and Host Community Child Protection Program. This includes the management and supervision of Officer Social Work, MPCAC Facilitators, Community Mobilizers, Cleaners and Guards of respective locations.She or he will be responsible for leading on children’s clubs, MPCAC operation and life skills & protective behaviour sessions, positive parenting sessions and meetings, and for ensuring that child friendly space activities are delivered through a PSS approach. The person will take care of capacity enhancement, community mobilization, internal and external coordination under the supervision of the Senior Officer - Child Protection. The position will also work closely with partner organization and provide CP technical support to the partner staff.  |
| **SCOPE OF ROLE:** **Dimensions:** Cox’s Bazar refugee camp and host community working location-based position. Maintain close communications with SCI Senior Officer - Child Protection, and other members of the Child Protection Program team. Maintain close communication and coordination based on the integrated approach with other CP actors, Education, Health, FSL and other program at field level. Besides, work with support section, departments and cross and non-thematic teams of Save the Children. The position will maintain communication with site management agencies and coordinate with CiC/UNO/DSS office very closely.**Reports to:** Senior Officer – Child Protection. **Staff directly reporting to this post:** Officer – Social Work,MPCAC facilitators, Community Mobilisers, Cleaners and Guards. |
| **KEY AREAS OF ACCOUNTABILITY:****Key Area 1: Child Protection team management and programme implementation**1. The position directly responsible for both preventive (Child Protection Services) and responsive (Case Management) interventions of Child Protection Program as and where necessary assigned by the CP Program management team.
2. Directly manage MPCAC teams, Community Mobilizers, Cleaners and Guards responsible for MPCAC, children’s clubs, parents’ sessions and awareness raising, ensuring that they achieve their objectives and intended programme results.
3. Conduct performance reviews for staff; support them to set performance objectives and monitor progress.
4. Plan, monitor and evaluate project progress, ensuring timely and quality project delivery, support and provide data for reporting and quarterly newsletter of CP program, flagging any concerning issues to the Senior Officer - Child Protection.
5. Provide coaching, mentoring and capacity building support to Child Protection volunteers.
6. Represent Save the Children in the community and to community leaders and actors, collaborating with other sectors to ensure an integrated approach.
7. Ensure all Child Protection concerns identified are communicated in timely manner for response to the Officer - Case Management.
8. Lead weekly team meetings in each MPCAC and document, disseminate and monitor action points.
9. Participate in relevant field level coordination meetings.
10. Ensure that all program data is properly and regularly collected and input in the MPCAC databases and other reporting tools.

**Key Area 2: Multi-Purpose Children and Adolescent Centre (PMCAC) management** 1. Management of the MPCAC in a specific area or location, designed to provide psychosocial support and recreational activities to Rohingya and Host community children.
2. Ensure that MPCACs are in line with minimum standards, and have daily and weekly schedules in place, providing activities designed to meet Child Protection and psychosocial objectives.
3. Ensure that all children are able to participate equally in activities, and that activities meet the needs of boys, girls, children with disabilities and other vulnerable groups. Support animators to promote inclusivity in the MPCAC.
4. Ensure a safe and child-friendly atmosphere in the MPCAC.
5. Ensure that health and safety regulations are understood and followed, and that health and safety incidents are logged.
6. Ensure that all children participating in media activities and/or focus groups have provided informed consent, along with parents and caregivers.
7. Screen for and monitor protection needs and gaps in and around the MPCAC.

**Key Area 3: Community based Child Protection** 1. Responsible for ensuring sustainable Child Protection through community engagement and structures.
2. Lead in the establishment and running of Community Based Child Protection Committees (CBCPCs) together with Community Mobilizers, ensuring monthly meetings are taking place and minutes are documented. Simultaneously, make the CBCPC accountable to ensure case identification, follow up and support.
3. Manage and deliver trainings for CBCPCs on prevention and response component of Child Protection.
4. Oversee awareness raising activities, including the development of key messages, session plans and monitoring activities.
5. Implement Save the Children’s Safe Family approach in Child Protection programme.
6. Ensure the effective running of Child Protection Office, child clubs, adolescent groups, and parents/caregivers’ group.

**Key Area 4: Reporting** 1. Provide timely and quality inputs to meet reporting requirements and timeline.
2. Support in preparing quality and timely reports for donors and Senior Management with relevant materials.
3. Ensure good practices are captured, documented, and disseminated at project level and thematic programme level.

**Key Area 5: Safeguarding, Gender & Inclusion and Climate Resilient Green Programming**1. Need to read carefully, make proper understanding and comply with all the Safeguarding Protocols.
2. Attend in the sessions, training, workshop, and other initiatives taken by safeguarding and Gender & Inclusion department as a priority.
3. Report to right place within right time if any breach of safeguarding issue observed or even suspect.
4. Arrange regular basis training/orientation on safeguarding for staffs, volunteers, community-based mechanism (like: CBCPC), partner staffs and relevant stakeholders.
5. Work to ensure gender sensitive program and workplace. Make the surrounding environment gender friendly.
6. In program implementation act with girl child and female participants based on the equity and equality.
7. Give special priority to children and adult with disabilities and make all program activities disability friendly and make accessible for persons with disabilities.
8. Ensure special consideration for the diverse groups including marginalized communities and socially disregarded groups.
9. Make all the program activities environment friendly and arrange massaging events, sessions, orientation and training for the project participants including children, community people, other stakeholders and project staffs and volunteers.
10. Ensure using recyclable materials, energies (like Solar Pannels etc.) as much as possible and avoid polyethene and plastic based materials as much as possible.
11. Ensure proper tree plantation beside all Child Protection facilities and mobilize project participants in tree plantation as much as possible.

**Key Area 6: Data management and data protection principles** 1. Ensure that the position and other team members respect confidentiality and follow ethical guidelines.
2. Ensure that files, registers and computer databases are used in an appropriate and correct manner and ensure supervisee adhere to SCI’s Information Sharing and Data Protection Protocol
3. Support the implementation of the Inter-Agency Child Protection Information Management System
4. Ensure the all-project relevant trackers is kept up to date.
5. Ensure files are completed accurately and that different forms like: case management, consent forms etc. are utilised appropriately.
6. Work closely with the monitoring and evaluation team, provide support to develop and implement appropriate monitoring, evaluation and learning systems for child protection interventions, ensure links to report requirements.

Be able and willing to join and work actively in response team/as individual to address and support natural disasters or emergency situations in Bangladesh, when needed. Besides, comply with any other task assigned by Supervisor. |
| **SKILLS AND BEHAVIOURS (our Values in Practice)****Accountability:**1. Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
2. 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:**1. Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
2. Widely shares their personal vision for Save the Children, engages and motivates others.
3. Future orientated, thinks strategically.

**Collaboration:**1. Builds and maintains effective relationships with their team, colleagues, members and external partners and supporters.
2. Values diversity sees it as a source of competitive strength.
3. Approachable, good listener, easy to talk to others.

**Creativity:**1. Develops and encourages new and innovative solutions.
2. Willing to take disciplined risks.

**Integrity:**1. Honest, encourages openness and transparency.

**QUALIFICATIONS AND EXPERIENCE:****Working Experience:** 1. At least 3 years’ experience within a development organization in Child Protection/GBV or General Protection program.
2. Experience in running recreational and psychosocial activities for children and familiar with community-based approaches to Child Protection and case management system.
3. Experience in interviewing and reporting of development works.
4. Experience in documenting, analysing and summarising qualitative data.
5. Experience in providing/ facilitating training, meeting.
6. Has good working knowledge on using MS Office and internet.

**Job related knowledge:** Knowledge on child rights and Child Protection issues in Bangladesh. **Skills:** Planning and organising, analytical thinking, problem solving and decision making.1. Problem solving and decision making.
2. Applying technical and professional expertise
3. Working effectively with others
4. Communicating and networking with impact.

**DESIRABLE****Academic:** Bachelor degree in a relevant discipline such as social science, anthropology or development studies or any other relevant department. **Additional professional certificates:** Not required.**Attitude:**  To work in team To protect children in connection To be non-discriminatory and gender sensitive |
| **Date of issue:** June 2024 **Author:** Md. Mostofa Feroz Bhuyan |
| **Signature of Supervisor: Signature of Supervisee:** |