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| **JOB TITLE: Project Officer** |
| **WORK UNIT: Westpac (Protect Children Philippines Project)** | **LOCATION:** Quezon City |
| **JOB GRADE**: 4 | **POST TYPE: Fixed-Term** |
| **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; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:**The Project Officer (PO) will work on the Engaging Children and Communities Against Sexual Exploitation of Children (Protect Children PH) project. This initiative seeks to protect children of all ages and genders in target communities from online sexual abuse and exploitation (OSAEC). Specifically, it aims to:* Strengthen the competencies of local service providers and child protection workers to deliver prevention, response, and reintegration programs and services related to OSAEC;
* Ensure that gender-sensitive and child-sensitive protection and OSAEC-related services are available and accessible to children and their families;
* Provide vulnerable families and children with child-safe income-earning options and inform communities to prioritize and mobilize resources to protect children; and
* Increase children’s capacity to protect themselves and participate in community activities.
* The project will work closely with local civil society organizations (CSOs) that implement the project strategies in target cities across the National Capital Region and Cavite.

Furthermore, the work of the Project Officer directly contributes to the outcomes of the Protect Children PH project under Goal 1 of Save the Children’s new Organizational Strategy Plan**: Save the Children drives significant improvements in the health, learning, protection, and participation of the most excluded and vulnerable children.**This post requires a solid understanding of human and children’s rights, child protection, and violence against children. The role also demands skills in facilitating effective meetings and workshops, networking, partnership building and management, and basic program management, including budget oversight. Strong oral and written communication skills are essential.The PO will be responsible for overseeing program implementation, particularly outcomes related to improved service delivery for OSAEC prevention and child protection through community-based mechanisms in OSAEC hotspots. Key responsibilities include:* Working with and strengthening multi-disciplinary teams and child protection quick response teams;
* Empowering local governments to address OSAEC through Local Councils for the Protection of Children and strategic local public finance management;
* Mobilizing children and other community members for child protection;
* Enhancing the capacity of schools for child protection;
* Supporting project monitoring, evaluation, accountability, and learning (MEAL);
* Preparing project reports; and
* Engaging in networking and advocacy.

The position will be supervised by the Project Coordinator and will oversee project implementation in program areas, specifically in Caloocan, Malabon, Navotas, and Cavite. |
| **SCOPE OF ROLE:****Reports to:** Project Coordinator**Internally coordinates with:** CP Manager, CP Adviser, PCPH Finance Focal Point, PCPH MEAL Focal Point, Awards Coordinator, Advocacy Manager, PCPH Team**Staff reporting to this post:** None**Budget Responsibilities:** Managing activity budgets**Other Reporting and Coordination Responsibilities:** PCPH Partners**,** Community stakeholders, including children |
| **KEY AREAS OF ACCOUNTABILITY:**1. Programming
2. Contributes to the analysis and periodic updating of issues of online sexual abuse and exploitation of children and child sexual abuse and exploitation materials.
3. Ensures that the project’s detailed implementation plan is implemented and that deliverables for the project are being achieved.
4. Coordinates with the other program/project staff and the program manager to ensure the synchronized delivery of outputs according to plan in the project areas.
5. Together with the Project Coordinator, responsible for the timely submission to the Child Protection Manager and Child Protection and Child Rights Governance Manager of well-prepared project updates and reports that may be required.
6. Attends regular project meetings.
7. Networking, Partnering and Advocacy
8. Establish contact with and understand the work of the national government agencies, CSOs, professional groups, and academic institutions.
9. Represent SC in meetings, conferences, and related activities at the sub-national and

national level1. Supports local and national advocacy activities related to the Project.
2. Coordinates with the CRG Adviser, Child Protection Adviser, and Advocacy Manager on the project advocacy activities with the national and local government partners
3. Organizes partners and stakeholder meetings.
4. Partnership Management
5. Provides technical assistance to the sub-award partner to ensure meeting of standards and quality benchmarks, achieving expected results, and assisting the partner in the analysis of project results and in generating learning.
6. Contributes to the design of partner meetings and actively participates in partner visits and monitoring.
7. Monitoring, Evaluation, Accountability and Learning
8. Monitors the project’s progress against the objectives and expected results, and target

outputs1. Prepares timely program and donor reports for the Project in compliance with internal SC requirements.
2. Contributes to gathering and analyzing results for midyear and annual reviews and reports.
3. Produce and compile regular activity reports and updates on the implementation of the Project
4. Maintain and safe-keep Project files and documents
5. Supervises consultants conducting program assessments, process documentation, and

module development, and others.1. Organizes monitoring and assessment meetings for the Project.
2. Capacity Building
	1. Attends capacity-building activities as directed
	2. Participates in echoing session and shares this with colleagues.
	3. Uses/adopts lessons and insights in program implementation.
	4. Supports the conduct of joint capacity-building activities involving program staff and partners at national and local levels.
3. Finance and Supply Chain
	1. Ensure that program activities, initiatives, processes, and events are in line with SC policies and procedures.
	2. Works closely with the Supply Chain Team in designing the Procurement Plan of the Project.
	3. Ensures the judicious management of the project’s resources.
	4. Coordinates with the Finance unit to ensure the availability and timely release of financial support for approved activities
	5. Monitor the budget vs actual expenditures, and adjusts program implementation as needed.
	6. Ensures sub-award partner’s compliance with finance regulations and procedures.
4. Others
	1. Actively participates in relevant organizational meetings at the field office and national office levels.
	2. Provides regular progress updates to the Project Coordinator, flags any issues/concerns with regard to the sub-award partners or other related project concerns
	3. Monitors and assesses the application of the Child Safeguarding Protocol with children and partners throughout the project cycle and in the implementation of project activities
	4. Assumes other tasks as deemed necessary by the CP Manager and CPCRG Senior Manager.
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| **SKILLS AND BEHAVIOURS (our Values in Practice)**Accountability:* Accepts responsibility for own actions
* Appropriately balances needs and desires with available resources and constraints
* Holds self and others accountable for making principled decisions
* Perseveres through various working conditions to complete tasks and projects
* Protects and uses resources and assets in the performance of work
* Systematically complies with administrative controls over funds, contracts and procurements
* Takes personal responsibility for the success of work assignments, programs/projects

Ambition:* Creates opportunities or minimizes potential problems by anticipating and preparing for these in advance
* Exhibits a strong sense of urgency about solving problems and accomplishing work
* Identifies and pursues areas for development and training that will enhance job performance
* Maintains commitment to goals, in the face of obstacles and frustrations
* Presents a positive approach in dealing with requests for support or provisions by colleagues
* Recognizes and acts upon opportunities

Collaboration:* Communicates and cooperates with others who have a diversity of cultural and demographic backgrounds
* Demonstrates respect for the opinions of others
* Finds areas of agreement when working with conflicting viewpoints and opinions
* Seeks to understand issues, trends and perspectives of different groups that may be represented in a community
* Shares information and own expertise with others to enable them to accomplish group goals
* Supports and acts in accordance with team decisions even when such decisions may not entirely reflect one's own position
* Identifies and pushes for solutions in which all parties can benefit

Creativity:* Demonstrates commitment to innovation and continuous improvement in organizational performance
* Suggests creative improvements and better ways of working
* Identifies relevant solutions that have been implemented in other areas, organizations and/or environment and applies them to the local function
* Keeps up-to-date on current research and technology in the industry
* Looks for ways to make changes work rather than only identifying why change will not work
* Questions the conventional approach in the effort to improve current process
* Translates adversity into opportunities for improvement
* Reviews, selects and disseminates information regarding key technologies, best practices, and tools to others in the group

Integrity:* Addresses unethical behaviours head-on
* Anticipates and prevents breaches in confidentiality and/or security
* Appropriately and consistently complies with policies and procedures
* Continuously maintains a positive work ethic
* Conveys a command of the relevant facts and information
* Demonstrates respect for staff members, peers and others in the organization
* Follows through on commitments
* Promises only what can be reasonably delivered
* Respects the concerns shared by others
* Takes responsibility for own work, including problems and issues
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| **QUALIFICATIONS AND EXPERIENCE**Essential* At least 3 years’ experience in working in partnership with and providing support to civil society groups – NGOs, community-based organizations or people’s organizations, and/or government agencies
* Preferably with a degree in Community Development, Social Sciences or equivalent experience
* Knowledgeable on the concepts of human rights, empowering civil society, local governance, children’s rights, child development and child protection
* Strong experience in managing programs/projects and understanding of institutional donor compliance
* Demonstrable experience in advocacy initiatives including influencing key stakeholders at high levels including senior management, donors, Government Authorities
* Strong experience managing multiple tasks and ability to be proactive and demonstrate leadership
* Excellent interpersonal skills and the demonstrated ability to lead, build and work effectively in team situations
* Excellent oral and written communication skills
* Commitment to and understanding of Save the Children’s aims, values and principles
* Skilled and experienced in project management and the project cycle – development of proposals, budget monitoring and grant management
* A team player who is willing to work long hours towards the attainment of program objectives and deliverables
* Must have a high sense of urgency and well-developed work ethic
* Has a basic understanding of Save the Children’s core principles, vision and mission and a commitment to its objectives; willing to adopt Save the Children’s theory of change in program implementation; abide by and implement Save the Children’s Policies including Child Safeguarding.
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| **DATE ISSUED:** |