**SAVE THE CHILDREN INTERNATIONAL PROGRAMS**

**ROLE PROFILE**

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| **TITLE:** CP/MHPSS Officer (Ops) |
| **TEAM/PROGRAMME:**Ukraine emergencies Child Protection Response (Ops) | **LOCATION:** NWAO - Kyiv |
| **GRADE**: 4 | **CONTRACT LENGTH:** till 31/12/2025 |
| **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 CP/MHPSS Officer will be responsible to support the technical design and day to day monitoring and implementation of the CP/MHPSS program with high quality and standards. S/he will be responsible for supervision and guidance, training, and coaching of SC Ukraine and partners CP/MHPS workforces. S/he will ensure that SC CP/MHPSS interventions are adhered to IA global and regional CP standards/guidelines; and will ensure quality implementation, monitoring and reporting of the program |
| **SCOPE OF ROLE:****Reports to:** Child Protection/MHPSS Coordinator, will receive technical support from the PDQ CP, MHPSS Technical advisors |
|  | **KEY AREAS OF ACCOUNTABILITY:****Program Implementation****Assessment Monitoring, implementation of quality CP prevention and response*** Under the technical guidance from the CP/MHPSS coordinator, collaborate with other CP colleagues to incorporate CP/MHPSS needs in any upcoming joint/ multi-sectorial assessment.
* In coordination with the CP/MHPSS TAs, support other sectors in identifying, designing, planning and delivering community-based CP/MHPSS prevention and response across sectors: Conduct appropriate, need based CP/MHPSS awareness/calming activities for families and children and/or children/families on the move related activities using the functional community-based structures, volunteers.
* Support the dissemination of evidence-based, age and gender appropriate Community Based CP/MHPSS messaging through to target populations including children and families.
* Support the CP/MHPSS Specialists in devising and conducting Training and capacity strengthening for the functional SC sectors and partners staff in order to enable them to conduct structured CP/MHPSS activities for boys, girls, adolescents and caregivers. Based on agreed intervention packages and curriculums in priority for child practitioners and PFA II dealing with children in distress
* In Charge as main focal point in conducting CP/MHPSS activities and trainings.

**Coordination, networking and operational support:*** Provide ongoing feedback to the CP/MHPSS Coordinator on any operational needs or challenges arising at the field location.
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|  | * Work as the first point of contact for SC sectors and partner organizations for CP/MHPSS related issues in each field location; support partnerships to benefit from local expertise, develop local PSS capacity, improve the local impact and sustainability of CP/MHPSS activities.
* Make regular visits to the field; carry out process monitoring and provide feedback and support for achieving high quality CP prevention and response, document lessons learnt and thus contribute to develop and strengthen a shock-resilient PSS prevent and response program which could eventually inform system strengthening.
* Where challenges arise, ensure that these are flagged early, communicated to the CP/MHPSS coordinator and addressed in an appropriate way; Communicate and share learning with other SC units and sectors involved in the emergency response.
* Assist the CP/MHPSS Coordinator and CP Specialists in development of CP/MHPSS implementation plans and propose CP/MHPSS budgets for SC and partner organizations.
* Maintain positive coordination and relationships with partner and other SCI sector staff.

Ensure program quality* In coordination with the CP TAs, support the use and roll out of appropriate CP and MHPSS tools which recognize vulnerabilities of children in varied levels and contexts, recognize the resilience of children and community in mitigating risks.
* Conduct collection, documentation and reporting of CP/MHPSS program data according to CPMS and IASC standard. Monitor and ensure day to day basis that CP/MHPSS program components are following the Quality Bench Mark and in accordance with the Minimum Standards of Child Protection in Humanitarian Action, and Core Humanitarian Principles and Standards.
* Provide feedback to the PDQ CP Officer, MHPSS Officer, Case Management Officer and the CP/MHPSS Coordinator in terms of needs for capacity building of project staff, partners, and government as required.
* Participate in the lessons learnt and best practices.
* Write high monthly reports. Provide timely inputs to programme and donor reports on CP/MHPSS intervention activities.
* Other CP related duties as assigned by the supervisor to enable and develop SCI Child Protection programme.

Analyse the contexts and promote the Centrality of Protection* Ensure through day-to-day monitoring that the CP prevention and response is effectively targeting the most affected children and communities including unaccompanied and separated children, Prevention and response to child recruitment, grave violations, including maiming and killing, Prevention and response to sexual and gender-based violence (SGBV) and child trafficking,
* Contribute in developing and rolling-out advocacy strategy for CP/MHPSS. Always act as proactive advocate to ensure that other international and local service providers are adhered to Centrality of Protection Policy, thus prioritise protection at the centre of all humanitarian actions when delivering CP/MHPSS services.
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| Additional job responsibilitiesThe job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.**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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| **QUALIFICATIONS AND EXPERIENCE** |
|  | **Required*** Degree in Social work, Psychology, Pedagogy, Sociology, Low, or related field.
* Minimum of 1 years of progressively responsible professional experience in a similar capacity
* Work experience in the zone required.
* Sound knowledge of CP/MHPSS guidelines, human rights, and protection in humanitarian contexts.
* Strong interpersonal skills and the ability to work within partners
* Commitment to Save the Children values and Child Safeguarding.

**Desired*** Academic background and/or professional experience in the provision of Child and Adolescent CP/MHPSS services.
* Basic written and verbal communication and reporting skills in English and Ukrainian
* Experience working with IDPs, refugees and returnees.
* The duties and responsibilities listed are representative of the nature of work required and are not necessarily all-inclusive
* Proficient in MS Excel , MS Word, Outlook
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|  | * Strong influencing skills
* Politically and culturally sensitive with qualities of patience, tact and diplomacy
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|  | **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.**Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.**Code of Conduct** The post holder is required to carry out the duties in accordance with SCI Code of Conduct.**Child Safeguarding Policy**The post holder is required to carry out the duties in accordance with SCI Child Safeguarding Policy, Social media Policy, Information Technology Policy |
| **Date of issue: Author:** |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.