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| **TITLE:** Senior Project Officer SHIELD Project. | **Contract Type:** National  |
| **TEAM/PROGRAMME:**  Programme Operations Department  | **LOCATION:** Chiang Rai Province, Thailand |
| **GRADE**: 3 | **CONTRACT LENGTH:**1 January – 31 December 2025 with possible to extend  |
| **CHILD SAFEGUARDING: (select only one)**Level 3:  the post 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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** With SHIELD, Save the Children Thailand, in partnership with ECPAT Foundation Thailand (EF), aims to create a safer online environment for children and youths in Thailand. Focusing on 10 communities in Chiang Mai and Chiang Rai, the project will improve preventative and response capacity for addressing digital risks among children and youths within the network of adults and institutions that comprise their socio-ecological environments. Through SHIELD, we plan to support youth-led initiatives for raising awareness and promoting peer-to-peer education and support; develop and implement targeted education programmes for parents and caregivers about online risks and safety measures; enhance the capacity of schools, social workers, law enforcement, and local government to identify, report, and respond to cases of digital harm; and create an enabling environment for mental health and psychosocial support (MHPSS) responses, specifically focused on children and youth survivors of digital harm. In addition, through youth-led campaigns and advocacy, we will work with national-level actors to strengthen legal frameworks and policies related to online child protection in Thailand. We intend that this holistic approach will lead to the production of a model for promoting online safety and addressing digital harm that can be replicated in other communities in Thailand and benefit global online safety initiatives. The role is to support the Maesot Programme Coordinator in the implementation, coordination, and management of the Safe from Harm on the Internet through Empowerment, Learning, and Dialogue (SHIELD) Project, ensuring program implementation with quality and cost-effectiveness. This role will be working closely with children and youth groups in ethnic, migrant, stateless, Thai vulnerable, and children and youth with diverse sexual orientations and disabilities by coordinating with ECPAT. |
| **SCOPE OF ROLE:** **Reports to:**  Maesot Programme Coordinator**Staff reporting to this post:** None**Indirect:**  None**Budget Responsibilities:** None**Role Dimensions**: The Senior Project Officer works with the ECPAT, covering target areas in Chiang Rai and Chiang Mai Provinces. This position will support the Maesot Programme Coordinator in coordinating with Thai government agencies, Thai schools, the Child Online Protection Coalition, consultants, and the workforce.**Project period:** SHIELD Project (January 2025 – December 2027) and will work closely with ACCM team to ensure reporting and visibility, as well as work across functions with MEAL, Finance, Awards, Supply chain, HR, and Admin departments.***Remark:*** The ECPAT Foundation Thailand (EF) office is based in Chiang Rai. |
| **KEY AREAS OF ACCOUNTABILITY:****Program Coordination and Support:*** Assist the supervisor in planning, implementing, monitoring, and evaluating the SHIELD project according to its design and plans.
* Support the supervisor and partners in organizing events, workshops, training sessions, and meetings with youth leaders, teacher mentors, the project steering committee, and relevant stakeholders, including project close-out activities.
* Conduct regular monthly meetings with partners to provide technical support and ensure the effectiveness of the youth-initiative project.
* Perform regular field visits to observe and participate in partners’ activities, and write visit reports.
* Ensure the accuracy and appropriateness of financial, administrative, and supply documentation. Follow up on queries and initiate corrective actions on discrepancies, including those raised by partners.
* Assist the supervisor in reviewing partners’ financial reports and monthly transactions, promptly raising any concerns.
* Collaborate with other relevant staff to analyze collected data and information, and prepare progress reports.
* Ensure data collection, management, and analysis comply with data protection guidelines.
* Participate in and contribute to project progress review meetings with the Child Protection Technical Expert, Save the Children Hong Kong, and Project Progress Review Meetings (PPRM).
* Update the project progress tracker and compile supporting documents such as the Detailed Implementation Plan (DIP), Work-Breakdown Structure (WBS), Indicator Performance Tracking Table (IPTT), issues logs, procurement plan, project support plan, quality benchmarks (QB) and monthly fund request.
* Support the supervisor in project close-out activities, including preparing hand-over and transition plans, organizing close-out meetings with stakeholders, and drafting quarterly reports.

**Representation and Coordination (Internal and External):*** Ensure effective coordination and collaboration with key stakeholders and partners, including INGOs, civil society organizations, community groups, UN agencies, and government counterparts.
* Participate in coordination and advocacy meetings at the provincial and national levels.
* Perform other duties as directed, including representing the SHIELD Project in the absence of the supervisor.
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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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| **QUALIFICATIONS** * Thai Nationality
* Bachelor’s degree in social science or relevant area
* Good understanding of child protection issues in Thailand, migrant communities, and stateless communities with sound knowledge of the international standard of child rights and child protection
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| **EXPERIENCE AND SKILLS****Experience:*** Minimum of 3 years working on youth-initiative projects.
* Experience in Education programs, child abuse, online safety, and child protection systems is an asset.
* Previous roles in the NGO/Foundation sector or international environments are preferred.
* Proven track record in project design, planning, activity monitoring, and timely project implementation.

**Skills:*** Strong judgment and ability to prioritize tasks in a dynamic environment.
* Proactive approach with a solution-oriented mindset.
* Proficient in office practices, procedures, and administrative systems, including filing systems.
* Competent in Microsoft Office (Word, Excel, PowerPoint, Outlook) and canvas
* Skills in project administration, encompassing budgeting, reporting, compliance, and the principles of Monitoring, Evaluation, Accountability, and Learning (MEAL).
* Skills in facilitator and conducting the focus group discussion with the target group.

**Organizational Skills:*** Experience in planning and organizing meetings, workshop, and events with attention to detail.
* Effective at both country and regional levels, building trust with internal and external stakeholders, especially in political environments.

**Communication:*** Strong written and oral communication skills in English, with an eye for detail.
* Ability to liaise with diverse groups at all levels, across cultures, with credibility, discretion, tact, and diplomacy.

**Personal Attributes:*** Maintain a calm and positive outlook under pressure.
* Strong team player with the flexibility to collaborate effectively with others.
* Self-motivated with the ability to work autonomously.
* Commitment to the mission, vision, and values of Save the Children.
* Ability to travel extensively, work flexibly, and can stay alone in the field with remote support from a supervisor.
* Clear and effective communication
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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 SCT 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 SCT Health and Safety policies and procedures. |
| **JD written by:** Ronnachai Jintanathum | **Date:** 13December 2024 |
| **JD agreed by:** Lalita Yawangsan | **Date:** 15December 2024 |
| **Updated By:**  | **Date:**  |
| **JD updated agreed by:**  | **Date:**  |
| **Evaluated:** N/A | **Date:** N/A |