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| ***TITLE:  CHILD PROTECTION in EMERGENCY PROGRAMME COORDINATOR*** |
| ***TEAM/PROGRAMME: Humanitarian*** | ***LOCATION: Kirehe Field Office*** |
| ***GRADE: 3*** | ***CONTRACT LENGTH: Open-ended*** |
| ***CHILD SAFEGUARDING:*** *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:*** *The Child Protection Programme Coordinator is a member of Save the Children’s (SC) child protection team in the Kirehe Field Office. Under the supervision of The Field Manager, the Child Protection Coordinator is responsible for managing the smooth implementation of the Child Protection Programme in humanitarian contexts including reception centers and urban areas activities in close collaboration and consultation with relevant members of the functional units (Awards, PDQ, HR, and Finance) within Save the Children Rwanda as well as external partners working in child protection government representatives, communities, donors, UN and other humanitarian agencies operating in the area. The incumbent is also responsible for monitoring expenditures under all active CP projects through analysis of monthly Budget Versus Actuals (BVAs) and feedback to the Finance team for appropriate adjustment in case of inconsistency.* *The child protection Programme coordinator is also responsible to Provide leadership and guidance to the programme team and specific line management of Child Protection staff.**In the event of a major humanitarian emergency, the role holder might work outside the normal job description and be able to vary working hours accordingly.* |
| ***SCOPE OF ROLE:*** *Reports to: Field Manager**Staff directly reporting to this post: CP&SGBV OFFICER (case management Team leader), CP&SGBV OFFICER (CFS/YFS Team leader), CPIMS Officer; CP&SGBV Officers (Urban areas and RC), Case Workers (Urban Areas)**Indirect: CP&SGBV Officer (Mahama) and Case workers (Mahama)**Budget Responsibilities: Budget holding* |
| ***KEY AREAS OF ACCOUNTABILITY:*** *Manage all aspects of the implementation of the child protection programme in Mahama camp, Gatore and Nyanza reception Center as well as Kigali and Huye urban areas and ensure the quality of child protection programming and adherence to best practice standards for the sector.****Ensure coherence of programme activities with Save the Children’s Humanitarian Response Strategy*** * *Link programme activities to the organization’s global strategy;*
* *Responsible for successful project implementation with high-quality standards as per the project objectives and country strategy*
* *Ensure that programme activities contribute to Save the Children programme and advocacy priorities*
* *Identify and build links with other programme sectors, ensuring that issues for child protection are raised and addressed*

***Ensure programme activities in the operational area are well managed and monitored to fulfill the requirements of approved Save the Children Thematic quality standards and Annual Operational Plans.**** *Lead the development of a comprehensive implementation strategy with clear benchmark indicators and work plans.*
* *Responsible for developing, implementing, and monitoring quarterly, monthly and weekly activity plans to achieve expected results ensuring quality compliance. This includes planning of activities, budgets, and procurement.*
* *Work with staff to ensure effective monitoring, evaluation, and documentation of programme activities.*
* *Produce timely reports, and assure that quality weekly, monthly, quarterly, and other reports including all required reports to the donor agencies are developed and submitted in accordance with agreed donors’/members schedules;*
* *Participate in program proposal processes and ensure that all CP and CRG programs processes in accordance with grant agreements, are completed within time and on budget;*
* *Oversee and ensure effective budget management through monitoring of budget Vis-a- Vis actual spending linked to the detailed implementation plan and the procurement plan.*
* *Highlight and follow up on capacity assessment and capacity building plans to ensure quality CP programming;*
* *Coordinate with Humanitarian Support Service and Supply Chain departments to ensure effective use and delivery of Save the Children resources.*
* *Work very closely with various respective Technical specialists based at the Country Office for proper programs integration and coordination;*
* *Support the project implementation by ensuring gender, age, disability and inclusive approaches at all levels.*
* *Work very closely with various respective Technical specialists based at the Country Office for proper programs integration and coordination;*

***Overall management responsibility for all Area Office Child Protection staff.**** + *Lead and motivate the team to ensure effective implementation of program activities, including by providing technical support to ensure program quality*
	+ *Ensure there are regular staff team meetings*
	+ *Ensure key problems are brought to the attention of the Field Manager for discussion and review*
	+ *Monitor and support child protection staff in implementing Save the Children project management systems and guidelines to ensure the smooth implementation of approved activities.*
	+ *Ensure appropriate induction, training and follow-up in grants/financial management, logistics and security guidelines, monitoring and evaluation procedures and guidelines.*

***Capacity building and technical guidance on child protection*** * + *Make regular visits to the camp offices, Reception centers, and urban areas;*
	+ *Assist the Team leaders and the entire child protection Team in identifying technical support required from technical support staff (including from Save the Children members) in the implementation, monitoring, and evaluation of programme activities.*
	+ *Liaise with key departments in the Country Office, region, and in member offices on technical issues to ensure adherence to SCI best practice approach for child protection in refugee camp situations.*
	+ *Identify, analyze and engage in advocacy opportunities to influence key donors’ plans and policies to promote attention to and sufficient resources for awareness-raising on the Humanitarian Codes of Conduct and the prevention of sexual exploitation and abuse;*
	+ *Participate in mid-term or final evaluations and ensure lessons contribute to the development of future CP program work.*

***Monitoring, Evaluation, Accountability, and Learning / Research*** * *Provide programmatic inputs for the development of the ToRs, review ToRs of evaluations/baseline studies which include background information and scope of work and proposed methodology;*
* *Review accountability to beneficiary’s data and reports and provide technical support to the implementation team and use key learning from accountability system for program development, planning, improvement, and implementation;*

***Staff Management, Mentorship, and Development**** *Manage performance of direct reports in the work area through:*
* *Effective use of the Performance Management System including the establishment of clear, measurable objectives, ongoing feedback, periodic reviews, and fair and unbiased evaluations;*
* *Timely performance review of staff line managed by you as per the organization plan around the year.*
* *Build the capacity of staff to monitor/ manage grants and awards as well as understand and implement compliance requirements from donors, Save the Children and/or the Government of Rwanda.*
* *Maintain clear communication with both the functional (direct) line manager and the technical manager to foster a smooth working relation under the existing matrix structure.*

***Save the Children representation, Coordination, and Leadership on Child Protection in internal and external forums**** *Regularly coordinate and collaborate with other SCI sector teams to strengthen programming and impact for children;*
* *Engage local authorities and make sure Save the Children is considered one of the preferred partners that supports their Imihigo contracts;*
* *Coordinate and ensure relevant information from interagency, coordination, sector, working group meetings are timely shared to a concerned staff, program area level.*
* *Coordinate effectively with field-level Donor offices, stakeholders, Camp management, district officials and other implementing partners to ensure our cause to protect children from violence is advocated for and influenced at all levels.*
* *As necessary, participate in and strengthen interagency coordination on child protection, and ensure that the critical protection needs of children are profiled, through close liaison with child protection partners (Government, MINEMA, UNHCR, other UN agencies, and other stakeholders.*
* *Close monitoring of developments around child protection in the refugee context, particularly around voluntary repatriation, and provision of strategic advice to the response and country office leadership on Save the Children’s programming and response options.*
* *Forster effective working relationships with all key external personnel mentioned above*
* *Work in close coordination with field-level implementing partners to ensure a response to child protection is provided in a holistic manner.*
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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*
* *Always acts in the best interests of children*
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| ***QUALIFICATIONS, EXPERIENCE AND SKILLS**** *University degree in relevant fields preferably Social Sciences, Project Management, International Relations, Law, Economics or Development Studies;*
* *Previous exposure to Save the Children project management methodology would be an added advantage;*
* *Understanding of Save the Children’s administrative and operations management structures;*
* *Problem-solving and decision-making skills;*
* *Proven project management skills;*
* *Report writing skills in English;*
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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.* |
| ***Safeguarding our Staff:****The post holder is required to carry out the* *duties in accordance with the SCI anti-harassment policy* |
| ***Health and Safety****The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.* |