Job Description

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| **Category:**  **Collaboration**  **Counsel**  **Management** | |
| **Fonction:**  Child Protection Coordinator | **Position Name:**  Child Protection Coordinator Ukraine |
| ***Name & Surname:*** | |
| ***Reports to:*** Head of delegation | Number of subordinate employees:  Direct: 2  Indirect\*:  *\*employees managed by directs subordinates* |
| **Classification of the fonction**: Sa | **Activity rate (%) : 100** |

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| **General job description**:  **Position Start Date:** As soon as possible  **Duration:** 1 year (with possibility of extension)  **Location:** Ivano Frankivsk Western Ukraine initially and later in Kyiv (with frequent visits in different bases).  **About Terre des hommes:**  Terre des hommes Foundation (Tdh) is the leading Swiss NGO focusing on child rights. It is active in more than 30 countries with development and emergency projects. Tdh focuses its action on the 3 following areas of intervention: health, Migration and protection of particularly vulnerable children. Modern management and communication tools ensure the quality of Tdh’s projects. The Foundation constantly aims to improve its services.  In the current context in Ukraine, Tdh is developing Humanitarian response operations in support of children and their families, aiming to support the frontline service providers, to provide direct humanitarian assistance and to ensure access to information of the displaced people.  Tdh has started operations in Ukraine in 2015 and operated until February 2022 through 2 operational offices in Mariupol and Severodonetsk, while maintaining a coordination/representation office in Kyiv. Following the Invasion of Ukraine by the Russian Federation Army, the Tdh team has relocated in Ivano Frankivsk, where it started operations for the area of West Ukraine, which is the first operational base for the response to the current humanitarian crisis. The organization is aiming to operate in the Kyiv and surrounding areas and potentially in East Ukraine.  **Description of the position :**  The Child Protection Coordinator will be responsible for providing strategic vision and technical direction to the Tdh’s Ukraine operations and programms, designing and developing adapted child protection frameworks, tools and providing capacity building to the staff and will be responsible for the overall quality of implementation of these elements.  He/She will provide guidance to the mobilized staff to ensure that stated goals and objectives are met, that the projects is appropriately monitored and evaluated, and that project reports are written and submitted in a timely manner.  He/She will ensure that child protection principles, CPMS and Tdh’s child protection in humanitarian crises policy are being incorporated into the emergency programs, as well as relevant national and global migrant and refugee protection principles.  He/She will provide technical oversight and guidance on child safeguarding, child protection, MHPSS and migration/displacement components and provide guidance to the project staff to ensure that relevant activities are implemented according to standards and set quality benchmarks, including Tdh MHPSS framework and Tdh Children and Youth on the Move Programme Theory of change guidance.  He/she will conduct his or her duties in respect of the Charter of Terre des hommes and the Tdh Child Protection Policy.  She/he will represent the organization and it’s interest in external forums, working groups and networks in their technical capacity. Enagage in advocacy and communication processes as directed by the management.  She/he will play a leading role in fundraising and donor engagement with direct involvement in proposal development  She/he plays a crucial role in the rollout, mainstreaming and adhereance to the safeguarding policy within the delegation, in collaboration with other relevant departments.  Tdh expects that its contractors’ professional conduct reflects proper behaviour in accordance with local culture and traditions. The incumbent assures the moral protection of the name of Terre des hommes and defends in all circumstances the interests of the movement.  Tdh intervenes without any affiliation for politics, religion or financial profit. He/she will direct his or her activities and engagements without preoccupation of political, racial or religious affiliation.  He/she commits to observe discretion on any information related to the organisation functioning and beneficiary related issues. |
| **Main responsibilities:**   1. **Technical expertise: Projects Design, Planning and Implementation**    1. Leads context analysis, including on current and future displacement trends, and technical situational, beneficiaries vulnerabilities and needs analysis that form a basis Tdh programming in the region    2. Leads the development of technical program designs, with clear implementation methodologies, tools and other required technical guidance for field rollout.    3. Provide technical leadership in Child Protection and Migration in accordance with best practice and Tdh policy. Ensure that all planned related activities are implemented on time, within the budget, according to quality standards and as per the monthly plan.    4. Support the program managers and their teams, to follow quarterly, monthly and weekly activity plans to achieve expected results. This includes planning of activities, and procurement.    5. Identify needs and gaps in programming and proactively suggest activities to enhance the protection response.    6. Contribute to the development of country sector strategic direction and plans.    7. Work closely with various partners to ensure coordination and representation of Tdh.    8. Contribute to develop new proposals. 2. **Monitoring and Reporting:**     1. Ensure technical supervision of the CP and Migration teams and conduct regular monitoring and evaluation activities    2. On a regular basis, liaise with partners to identify gaps and challenges as well as to ensure quality impact of the CP and migration/displacement approach.    3. Work closely with M&E officer to ensure data are collected, adequate technical tools are in place and data is analysed and used to better report on activities and to ensure quality services for beneficiaries.    4. Draft monthly reports in addition to other reporting tasks as per donors and partners requirements. |
| 1. **Capacity building** 2. Identify training & coaching needs and develop a capacity building strategy. 3. Provide follow-up child protection, migration and refugee rights training where required. 4. Advocacy and training (internal and external) on CPMS. 5. **Coordination** 6. Coordinate with other humanitarian partners and local authorities in the target areas, as relevant for the effective and efficient implementation of the projects. 7. Attend relevant refugee protection and child protection coordination meetings and promote Tdh work and expertise 8. **Child Safeguarding Policy** 9. Commit to respect the Child Safeguarding Policy. Signs the Code of Conduct 10. Report serious cases of abuse on children identified by the Protection team to the Country representative. Strict confidentiality must be respected. 11. **Others** 12. Undertake all other duties that may be determined by the Country representative and that are compatible with the job. 13. Maintain and ensure a culture of strict confidentiality - inter Tdh staff and between Tdh staff and non Tdh employees. |

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| **Competencies**:  Qualification:   * Education: Post graduate degree in Social Sciences, International Development, or Law is required; * Language: Excellent oral and writing skills in English, Ukrainian is preferred   Previous experience:   * Minimum 5 years’ experience in similar senior position is preferred. * Previous experiences in the Europe region working on migration/refugee contexts, would be a distinct advantage   Knowledge and skills :   * Proven technical skills in the field of protection and specifically of child protection, social care services, MHPSS, including the national and international legal framework, policies and best practices * Prior experience working in similar positions including in humanitarian and volatile contexts * Experience in the field of migrant and refugee rights, including European national and regional legal frameworks and reception policies (highly desirable) * Strong written and oral communication skills, effective in representation and liaison with external parties * Proven experience and skills in proposal development and donor's approach * Proven ability to work as part of a team and work under pressure * Working autonomy with clear accountability upon fixed performance objectives * Demonstrated experience in capacity building and mentoring of national and international staff * Personal qualities: Works well in and promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure well. * Excellent communication skills; |

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| **As well as the following specific "Professions" skills:**   1. Ability to work independently as well as a strong team player 2. Ability to work effectively in a fast-paced, stressful environment 3. Managing resources to optimize results 4. Empowering and building trust 5. Managing performance and development 6. Planning and delivering results 7. Flexible and creative 8. Pro-active, goal-oriented and results driven |

The holder certifies that he/she has read these specifications.

Date: Name and surname: Signature: