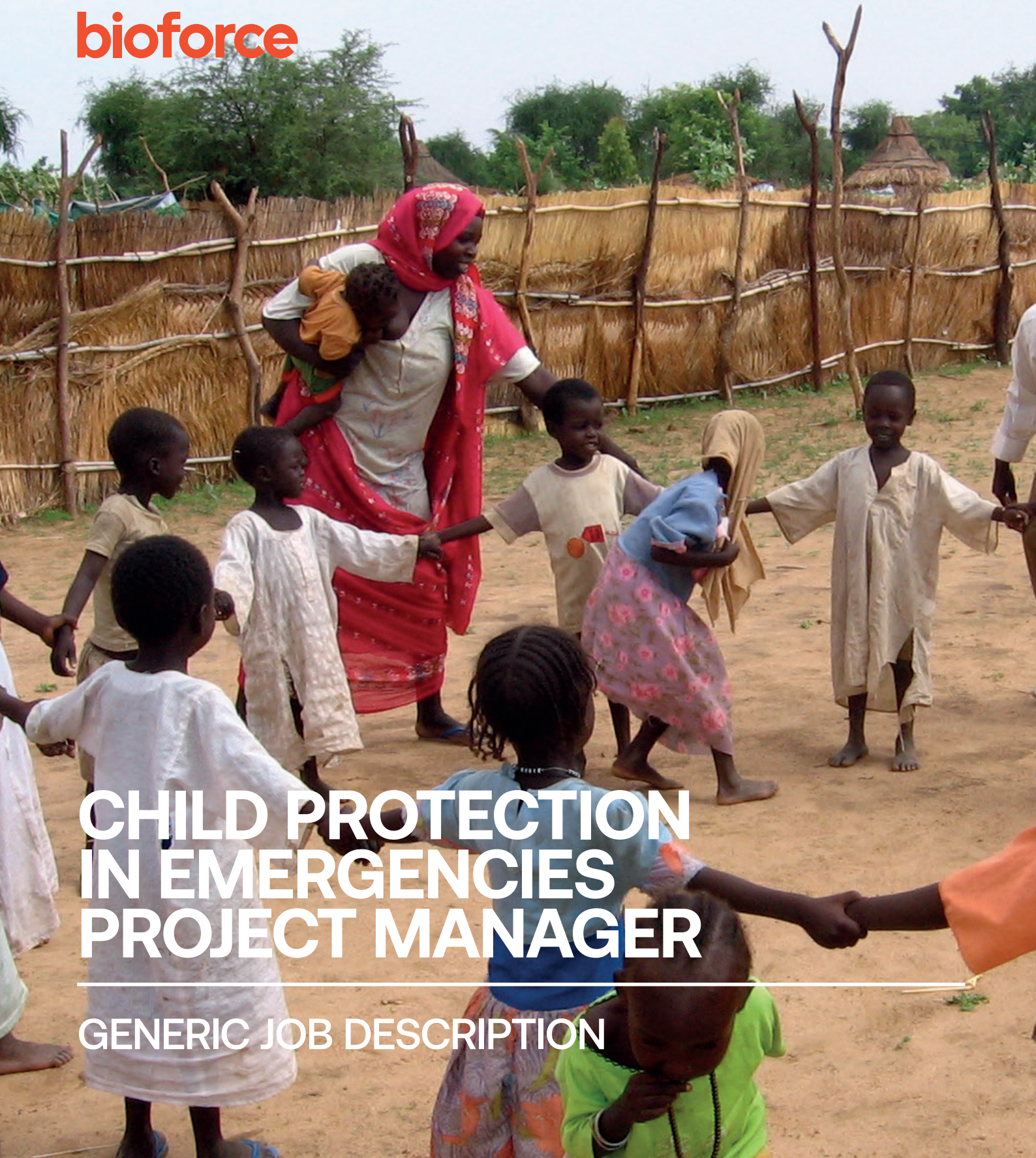


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**EMPOWERING
HUMANITARIANS**



CHILD PROTECTION IN EMERGENCIES PROJECT MANAGER

GENERIC JOB DESCRIPTION

May 26, 2015

Acknowledgement

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Objective and definition of the Job Description for « Child Protection in Emergencies Project Manager (CPIEPM) »

This job description CPIEPM has, as objective, to describe core competencies (responsibilities) and activities linked to the position of a Child Protection in Emergencies Project Manager.

In certain contexts, the Child Protection in Emergencies Project Manager - CPIEPM - may be specialised in a specific sector: case management, children separated from their families, psychosocial support work, child labour, gender-based violence. The following job description does not take account of these specialisations and presents a profile that is characteristic of a general and comprehensive approach.

Process & Use

To ensure coherence and relevance, the development of this job description has been done through:

- | The analysis of a recompilation of profiles and terms of reference for equivalent positions provided by organisations of the CpiE sector
- | The support provided by field, regional and HQ professionals from a diverse range of organisation working in CPIE around the globe, through their response to a survey, interviews and participation in technical reviews and groups.

This job description is Bioforce's reference tool from which all programmes, module content and training sessions are developed in Bioforce's training.

Competencies, skills and qualifications: summary of findings

From the interviews and analysis of the existent job descriptions, the Child Protection in Emergencies Project Manager - CPIEPM - is responsible for implementing one or more projects from either the conception or implementation phase. The project manager mainly develops a strategy consistent with the intervention area, the organisation and the overall child protection plan; coordinates the implementation, monitoring and assessment of the projects carried out; writes donor reports and strengthens the child protection skills in internal teams and local stakeholders.

The priority, weight and amount of dedicated time of each task depends on the project's emergency response phase in which the CPIEPM is involved and the operational mode (direct implementation or via partners).

Nevertheless, some organisations choose to have a general project manager and a CPIE technical adviser on each project/in each country, which also requires excellent collaboration skills.

The CPiE project manager may be involved, within international humanitarian agencies, in either humanitarian relief, post-emergency projects, or rehabilitation projects.

This mainly concerns local, national or international non-governmental organisations (NGOs) - and international organisations in countries and geographical regions with vulnerable populations (due to war, political and/or economic instability, after a natural disaster, etc.).

From one organisation to another, different job titles are used for the role of a child protection project manager.

- | Child Protection Manager (the most common)
- | Child Protection Project Manager
- | Child Protection Programme Manager
- | Child Protection Coordinator
- | Child & Adolescent Protection and Development Coordinator
- | Occasionally, a specialisation appears in the job title:
- | Child Protection Manager for children working on the street
- | Child Protection and Education Project Manager

To qualify for this position, the requirements in terms of professional experience and training vary:

- | In terms of requested years of experience working with vulnerable children in emergencies.
- | In capacity building, coaching and training experience
- | In Project management experience
- | Good knowledge of international child protection standards, norms, codes of conduct and higher education qualifications in social sciences, human rights, social work or international law are usually requested.

The JD also highlighted that the Competencies of the CPiE project manager in an international humanitarian context also require specific behavioural and relational skills:

- | Able to communicate and develop trusting relationships
- | A team player with team spirit
- | Able to adapt and respect a multicultural environment
- | Able to recognise and take account of inter-cultural factors
- | Flexible
- | Able to adapt to different, often stressful circumstances
- | Tactful, patient and diplomatic
- | Analytical and organisational skills

Finally, basic skills are also necessary: good written and spoken English and French, editorial abilities, good hands-on knowledge of the main computer software tools.

In order to reflect all these components, the job description for the Child Protection in Emergencies Project Manager has organized the following competency framework into two types of skillsets: Sector specific (from 1 to 7) and 'interdisciplinary' (8 to 10).

To ensure that the job descriptions and training programmes for child protection in emergencies remain consistent and standardised, they have been harmonised with the skillsets identified and developed by the Child Protection Working Group¹.

¹ « Child Protection in Emergency Competency framework » - CPWG- 2010

Responsibilities and skills required for the position

1. Provide the technical child protection expertise

2. Strengthen technical skills relating to child protection in teams and local stakeholders

3. Manage the team's human resources

4. Analyse the contexts in which international humanitarian projects are conducted

5. Design and carry out work in line with the action plan, the organisation's strategy and the general CPIE sector plan

6. Manage reporting, administrative and budget management of child protection in emergency projects

7. Strengthen coordination and expand partnerships, networking, mainstreaming and integrated approaches

8. Behavioural and social skills

9. Use language to communicate

10. Use computer software tools to perform assigned duties

Sector-specific competencies & skills

1. Provide the technical child protection expertise

- | Promote the rights of children and take every opportunity to raise concerns related to child protection, adapting the message depending on the audience (advocacy)
- | Ensure that the international legal framework, notably the Convention on the Rights of the Child, child protection minimum standards and other relevant standards, codes of conduct, humanitarian principles, guides and tools are integrated into the work context
- | Understand and apply basic conceptions of child development,
- | Keep abreast of recent global developments, trends & resources in the sector
- | Consider, take into account the child protection systems and services in the host country
- | Identify the factors that increase risk and vulnerability and reduce resilience.
- | Analyse community level mechanisms in order to identify strengths to be supported and harmful practices to children to be addressed
- | Implement, develop when necessary and promote practices and tools for the inclusion of children while respecting appropriated cultural attitudes and existing practices
- | Design interventions and/or ensure the application of strategies that prevent and respond to relevant child protection risks and concerns (Standards 7-14):
 - Dangers and injuries*
 - Physical violence and other harmful practices*
 - Sexual violence*
 - Psychosocial distress and mental disorders*
 - Children associated with armed forces/groups*
 - Child labour*
 - Unaccompanied and separated children*
 - Justice for children*
- | Develop and/or accompany the implementation of child protection activities in line with (but not limited to) these strategies (Standards 15-18):
 - Case management*
 - Community-based mechanisms*
 - Child Friendly Spaces (CFS)*
 - Inclusion for the most vulnerable children*
- | Ensure that the child protection activities are suitable for everyone (consider capacities, gender, disabilities, etc.)
- | Make the connection with the MRM Task Team (Monitoring and Reporting Mechanisms) and consider submitting information if applicable.
- | Implement measures to ensure that the team keeps confidential information and sensitive documents securely.

2. Strengthen technical skills relating to child protection in teams and local stakeholders

- | Assess and identify learning needs and capacities applying relevant techniques
- | Provide technical support to teams and partners for/when implementing child protection activities
- | Design, adapt existing training materials and other tools, deliver and evaluate child protection training sessions on child participation, child rights and other technical content for local teams, communities and partners based on identified needs
- | Provide mentoring for child protection teams so that the relevant learning can be applied in the field
- | Monitor the application of the learning outcomes transmitted (included values, principles, knowledge and professional methods), and address potential barriers to taking up these values and positively influence standards and behaviours.

3. Manage the team's human resources

| Recruit team members

Define the needed structure of the team, based on the activities to be implemented (number and category of jobs required and team organisational chart)

Propose content for job descriptions related to child protection

Recruit team members by taking part in the process and attending interviews

Brief and guide new team members; help them integrate the team and ensure appropriate handover is done

| Manage and lead a project team

Organise and run team meetings/briefings/debriefings

Assist team members to effectively organising their workload, achieving their goals

Programme work and set work schedules

Prevent and deal with internal team tensions/conflicts

Adjust management style to bring out the best in people

Set objectives and perform performance assessment interviews

Circulate information and decisions between management and the field teams and vice versa

Monitor the team's safety and mental health

Ensure that safety rules are followed by team members

| Train team members

Identify training needs

Draw up a training plan for the team

Run all or part of the child protection training courses

Provide support for the team in adopting the methods and techniques related to child protection

| Child Safeguarding

Ensure that the codes of conduct and other internal safeguarding policies are adapted, understood, and applied

Signals child safeguarding concerns and take immediate corrective actions

4. Analyse the contexts in which international humanitarian projects are conducted

| Collaborate in the analysis of: the geopolitical, humanitarian, security, socio-economic, cultural and law/protection situation in the intervention area

| Advocate for and promote the use of specific technical tools for situation analysis, assessment (such as the CPRA)

| Identify and analyse the different stakeholders present

| Identify & monitor the main issues and trends in the intervention area

| Research and get involved in analysing the judicial, legal and common law context

5. Design and carry out work in line with the action plan, the organisation's strategy and the general CPIE sector plan

| Develop the child protection strategy in line with the organisational strategy

| Ensure the strategy is contextualised, relevant and appropriate at all times by analysing the environment, especially social and society-wide issues.

| Draft the strategy in line with the international humanitarian principles and standards for child protection

| Design and plan the implementation of project activities

Produce and update the audit on the intervention area in order to identify the needs and gaps related to child protection

Propose action guidelines

Examine the different possible actions and suggest new activities to develop the child protection project if relevant

Develop the action plan(s) with the team

Draw up a timetable of activities

Ensure that the defined project and the professional practices implemented are compliant with humanitarian standards and in particular the minimum child protection standards, the Core Humanitarian Standard on Quality and Accountability and the code of conduct for the International Red Cross and the Red Crescent movement

Create the conditions and use models/tools for genuine and meaningful communities & beneficiaries participation, including age-appropriateness

| Implement and monitor activities

Coordinate the activity implementation in cooperation with the logistics, finance, human resources and administration departments

Programme the resources in line with the technical staff while keeping within budget

Ensure that the activities conform with donor requirements

Develop and/or improve the activity monitoring tools, including indicators

Analyse the data collected during the monitoring and suitably adjust the action plan

Implement and/or manage the Information Management system and databases (consider using inter-agency's)

Control the quality of the activities performed

| Evaluate the activities implemented

Draft or participate in drafting the terms of reference for the evaluation for the managed project

Contribute to the identification of tools to evaluate quality and impact of implemented interventions

Get the team & community members involved in the project assessment

| Play an active role in capacity building for the projects implemented

6. Manage reporting, administrative and budget management of child protection in emergency projects

| Organise reporting

Approve/supervise the team's professional reports (monitoring reports)

Develop and write internal progress reports

Draft project proposals by factoring in the constraints of the different donors

Develop and write external reports in accordance with the requirements of the different donors

Ensure that the organisation's specific administrative procedures, which are necessary for the proper performance of project in the field, have been put in place

| Manage the budget

Present a budget related to the specific scope of the CPiEPM

Prepare a forecast budget for the project in cooperation with the financial officer

Manage, allocate and plan the project's material and budgetary resources

Monitor on a monthly basis the budgetary figures

Identify existing funding sources for child protection projects

7. Strengthen coordination and expand partnerships, networking, mainstreaming and integrated approaches

| Coordination

Identify the partners, stakeholders present and their child protection activities

Analyse the existing partnerships, positioning and stakeholder strategies

Represent the organisation before external bodies

Negotiate with partners (referrals, geographical location)

Collaborate on joint interventions where and when relevant (situation analysis/ rapid assessments etc.)

Involve the government and community based mechanisms/groups in supporting the project, whenever possible

| Partnerships & networking

Develop operational networks and partnerships

Connect and encourage interactions between the various partners in order to strengthen child protection in the implemented projects

Submit technical proposals and defend their relevance depending on the context and the strategy to follow

Negotiate with partners (referrals, geographical location)

| Advocacy

Prepare, perform and evaluate the child protection advocacy actions with partners

Promote collaborative work to pursue common goals in child protection

Lead and/or suggest multi-stakeholder consultations/discussions to agree ways to report and address gaps in accountability (upholding children's rights), when identified

| Humanitarian structure

Identify and integrate existing coordination systems (clusters, etc.)

Actively participate in child protection cluster meetings and, if applicable, those of the MHPSS (Mentor Health and Psychosocial Support) and GBV (Gender-based Violence) clusters/coordination mechanisms.

Identify those actions/decisions that require support of sub-clusters and those which can be performed at the organisation level alone.

Share adequate information to collaborate on the inter-agency databases if relevant

| Mainstream & Integration

Propose and promote methods to integrate and mainstream child protection in the different humanitarian sectors

Interdisciplinary skills

8. Behavioural and social skills

| Interpersonal skills

Ability to develop relations

Inspire trust

Able to demonstrate team spirit

Encourage team members to get involved in implementing activities

Capable of showing empathy

Ability to express with assertiveness

Able to demonstrate active listening skills

Able to consider the needs of others

Able to negotiate with different partners

Delegation skills

| Communication

Be able to adapt when interacting with others, in order to understand them and be understood

Clear and unambiguous written and oral communication

Ability to adapt technical vocabulary to local contexts

'Translate' the rights of the child, and international standards and values in a culturally relevant way

Adopt a culturally sensitive approach

Promote interest in other cultures within the team

Ability to establish a dialogue with the affected populations, included to use appropriate, clear and friendly language when communicating with children

| Flexibility and adaptability

Ability to adapt to constraints and unexpected situations

Ability to demonstrate self-control

Ability to handle stress and work under great pressure

Ability to adapt one's behaviour to the cultural environment

Multidisciplinary team work

Reliability to meet commitments

Rigorous and a strong sense of responsibility

Sense of commitment and involvement

| Discernment

Self-awareness, self-analysis

Pragmatic

Ability to step back

Act and analyse with objectivity and sense of proportion

| Initiative

Ability to act proactively

Source of ideas

Suggest improvements and creative solutions

Self-starter and ability to work independently

| Organisational skills

Ability to clearly define goals that are compatible with the project's strategies

Ability to prioritise tasks and redefine priorities based on needs

Ability to manage time and keep deadlines

Factor in risks and contingencies in the planning

| Integrity and Ethics

Understand the concept of confidentiality

Explore factors that can influence perceptions (age, gender, culture, education, etc.) including one's own

Be aware of specific attitudes and beliefs that influence the commitment and involvement of stakeholders

Ensure that team members do not abuse their power/position

Take action in the event of unethical behaviour of any team member

Be sensitive to gender and take care to ensure women participate and get involved in the teams (if applicable)

Involve the community and acknowledge local expertise

Ensure the participation and inclusion of the most vulnerable

Ensure compliance with laws, regulations and customs in force

| Advocacy skills

Ability to express differences in opinion on a sensitive and controlled manner

Tact when dealing with others

9. Use language to communicate

| Able to speak and write English to at least level B2 (Common European Reference Framework for Languages)

| Able to speak and write French to at least level B2 (Common European Reference Framework for Languages)

| Ensure that the translators understand the concepts and technical terms and offer training sessions if necessary

10. Use computer software tools to perform assigned duties

- | Use standard word processing software to enter and format text (reports, job descriptions, meeting minutes, letters, etc.)
- | Use standard spreadsheet software (to build activity-monitoring tools, manage databases, etc.)
- | Use emails, messaging tools (and social networks)

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