

**SAVE THE CHILDREN INTERNATIONAL
JOB DESCRIPTION**



The following provides guidance on development of job descriptions. This guidance should be used when completing the job description Template. (Please use font Arial size 11)

JOB TITLE: Child Protection Specialist	
TEAM/PROGRAMME:	LOCATION: Phnom Penh
GRADE: (please leave this blank)	Type of Contract: International Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> <i>(double click over the relevant box and select 'checked' to insert a cross)</i>
CHILD SAFEGUARDING: Level 3 - a CRB check (enhanced level) or equivalent overseas police check will be required as the responsibilities of the post require that: <ul style="list-style-type: none"> • You have contact with children and young people either frequently (once a week or more) or intensively (four days in one month or more or overnight), or; during Country Programme visits. • You are responsible for implementing the vetting process, or; • You manage people in Safeguarding level 3 jobs, or; • You work overseas; • You are a Trustee. 	
COMPANY PROFILE <small>(when JD is for a new recruitment)</small> Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We have over two million supporters worldwide and helped 17.4 million children in 2014 through programmes in health, nutrition, education, protection and child rights, also in times of humanitarian crises. Most of our international programmes are delivered through a merged operation with 20 000 staff, managed through seven regional hubs and reporting to a relatively small, central office. We're changing to become more efficient, more aligned, a better partner, a stronger advocate, a magnet for world-class people and relevant for the 21st century.	
ROLE PURPOSE: The Family Care First Cambodia (FCFC) project funded by USAID aims to ensure that children are cared for in a safe family environment by developing a well-functioning comprehensive care system in Cambodia which can respond effectively to the needs of vulnerable children and families. The overall project will focus on four key objectives: government systems strengthening, direct response through developing a strong social welfare workforce, prevention of child-family separation and the transformation of the dominant residential care model. Activities delivered under the first phase of this project will deliver critical programmatic learning and establish a model for collective action toward an ultimate desired impact of reducing the number of children living outside family care in Cambodia. As the child protection specialist you are a key member of the Family Care First Cambodia team, and will provide technical backstopping for Save the Children team, consortium partners and other key stakeholders in the FCFC initiative in Cambodia. The Child Protection Specialist will support in	

developing initiatives, proposals, interventions, documentation and research related to family care and alternative care programmes in Cambodia.

SCOPE OF ROLE:

Reports to: Project Director FCFC

Staff reporting to this post: none at the moment

Direct: none

Indirect : none

Budget Responsibilities: none

Role Dimensions: (e.g. complexity, relationships, communication with stakeholders)

Child Protection Specialist: Provide technical expertise support to project director on child protection area toward the strategic focuses of the project: e.g. 1) government systems strengthening, 2) direct response through developing a strong social welfare workforce, 3) prevention of child-family separation and the transformation of the dominate care model.

KEY AREAS OF ACCOUNTABILITY :

As a member of the FCFC Child Protection team contribute to:

- Quality technical inputs for the design, implementation and monitoring of protection work at national, provincial, district and community levels
- An emergency response as and when required

Technical expertise

- Oversee all technical aspects on FCFC project and provide advice to the project director and project team and partners
- Assess, support, and build technical capacity for project team and NGO partners and stakeholders on related FCFC subjects
- Leading and coordinating technical discussion with relevant stakeholders including government technical departments, donors, development partners, and NGO partners
- Develop research plans, review research Terms of Reference developed by NGO partners and or consultant, review research reports, tools/guideline, SOP, training curriculum, IEC materials and other documentation developed by NGO partners or consultants
- Support the advocacy work at the local, district, provincial and national level on Child Protection issues
- Contribute to research into the lives of children and their communities, and the policies and practices that impact upon them, with particular regard to Child Rights and Child Protection

Management

- Provide technical support to FCFC protection program activities. Ensure the technical guidelines on the quality of implementation of program activities are followed.
- Capacity building of child protection partners through comprehensive training needs assessments and contributing to the partners/staff technical capacity building plans
- The CP Specialist is part of broader Program Development and Quality team, and will work closely with other sectors' specialists for integration into other programs.

Fundraising, partnerships and reporting

- Involve in and contribute to FAMC related activities in relation to FCFC
- Provide inputs in project proposal development that have potential to contribute to FCFC goals.
- Writing and editing project reports to ensure high quality and meeting donor's

requirement

Networking, relationship and external communication:

- Establish strong relationships with Child Protection Global Initiative and other countries engaging in similar work, Save the Children members, government ministries, donors, UN agencies, Civil Society Organisations (CSO), Networks
- In close collaboration with the child protection team represent Save the Children in Protection fora in Cambodia.

Monitoring, Evaluation, Accountability and Learning (MEAL)

- The CP Specialist will make regular visits to field sites, to monitor protection program implementation and offer technical inputs
- Work with the MEAL team to ensure that FCFC protection programs are monitored against already developed standards and indicators
- Support program assessments, evaluations and other reviews required in the program.
- Ensure good consultation and cross learning and sharing information with wider stakeholders (GAC, 3PC, 4Children, UNICEF, NGOs) and other Save the Children members and documenting all lessons learned and good models of FCFs

SKILLS AND BEHAVIOURS (SCI 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

QUALIFICATIONS

State what qualifications are required and at what level; you can also state any desired qualifications which should be taken into consideration when shortlisting or evaluating the job)

- Post graduate master's degree on development or other social sciences and 4+

<p>years management experience of running complex multi grant child protection programmes, both in emergency and normal circumstances</p> <ul style="list-style-type: none"> • Fluency in written and spoken English 	
<p>EXPERIENCE AND SKILLS</p> <ul style="list-style-type: none"> • A very good understanding of child protection, family care and alternative care and other key technical areas of child protection programming and a working knowledge of the other sectors that include education, and livelihoods. • Willingness and ability to change work practices and hours, to be flexible and responsive in the event of emergencies. • Ability to analyse information, evaluate options, and follow the strategic directions as guided. • An in depth understanding of national development issues in particular in relation to children. • Previous experience of working with a multi-cultural team and the adaptability to varied team dynamics • Excellent interpersonal, communication and presentation skills. • Commitment to Save the Children values 	
<p>Additional job responsibilities The 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.</p>	
<p>Equal Opportunities The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p>Health and Safety The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p>JD written by: Henk van Beers</p>	<p>Date: September 7 2015</p>
<p>JD agreed by: Ranjan Poudyal</p>	<p>Date:</p>
<p>Job Description updated By:</p>	<p>Date:</p>
<p>Evaluated:</p>	<p>Date:</p>