**Job Profile**

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| JOB TITLE | Protection Officer |
| GROUP | National |
| TEAM | Bangladesh-Asia |
| LOCATION | Cox’s Bazar |
| RESPONSIBLE TO | Response Manager |

**PART 1 – JOB DESCRIPTION**

1. **JOB OVERVIEW**

The Protection Officer is responsible for working with the Response Manager to provide technical support for, coordinating Tearfund’s protection projects in Cox's Bazar and provide protection technical supports for overall Bangladesh as per need. Supporting Response Manager in design, planning and implementation of project activities. Provide thematic guidance to Partners Protection staff protection programme specific staff as applicable.

Support and advice will be provided both to the operational team and partner organisations as appropriate.

1. **POSITION IN ORGANISATION**

* Reports to Response Manager
* Closely working with Country team (various sector managers, GIC and CD) regional and HQ team on Protection issues.

1. **ORGANISATIONAL REQUIREMENTS**

* The post-holder will at all times, carry out their responsibilities with the utmost respect for the protection of children, women, most vulnerable in accordance with Tearfund’s Safeguarding Policy.
* The post-holder will be expected to behave in accordance with Tearfund’s ‘Code of Conduct’ as referred to in the Personal Conduct Policy.

**4.     KEY RESPONSIBILITIES**

**PROGRAMME STRATEGY**

* Support the Response Manager in providing local information to the Senior Management Team.
* Ensure that Tearfund’s purpose, values and the programme objectives are communicated amongst staff to create mutual understanding and ownership and facilitate input from staff in the strategic planning process.

**PROJECT / SUPPORT FUNCTION MANAGEMENT**

* Reporting to the Response Manager to monitor the humanitarian situation in the project area, reporting and proposing recommendations regarding community/ camp needs, vulnerabilities/capacities. Areas may include, but are not limited to, exploitation and abuse in relation to sexual and other forms of violence, HIV/Aids, psychological first aid, psychosocial support, trauma counselling, separated children, child trafficking, SGBV, and access to education. Along with providing protection sectoral support for country team, development project partners as per need.
* As requested by the Response Manager in collaboration with the UN/ISCG Protection Cluster, working groups, local authorities and community representatives, to implement design appropriate protection project interventions to meet needs and strengthen local capacities.
* Actively engage with other humanitarian actors currently implementing protection projects to ensure coordination and harmonisation of approaches where appropriate.
* As requested manage/prepare individual protection cases, including maintaining strict protocols for confidentiality and consent.
* Ensure Safeguarding standards are understood and met by the community team.
* Liaise with Logistics, Finance and other departments as appropriate to support the implementation of protection projects.
* Assist with the design and writing of protection case study for donors, providing monitoring and evaluation information.
* Support the Response Manager in managing the implementation of protection project activities to achieve project goals and objectives including implementing relevant indicators, monitoring and evaluation systems and frameworks in addition to supporting mid-term reviews in accordance with Tearfund and donor requirements.
* Support to the community team to ensure effective management and timely implementation of work plans and budgets.
* As required to conduct regular monitoring and inspection visits to protection project implementation areas and advice and support community staff with the identification and solution of technical issues, providing supervision, training, and guidance and monitoring.
* Participate in project evaluations and assist in the analysis of results.
* Administration of workshops, trainings and meetings that are hosted as part of the project.

**CORPORATE POLICY AND COMPLIANCE**

* Promote understanding and compliance amongst community staff to security and health and policy, and any accidents or potential incidents are recorded.
* Coordinate with Support Service Officer, and DMEAL Officer for the induction of community staff, ensuring their familiarity with Tearfund’s mandate, values, quality standards, policies and programme objectives, procurement policies and upholding Tearfund standards and policies.

**TEAM MANAGEMENT**

* As required to provide supervision, guidance and monitoring for projects/ community staff, ensuring clarity over project plans and priorities and encouraging effective team work
* Ensure Tearfund’s performance management system is effectively implemented with objective setting, extensive field visits, conduct orientations/ trainings as needed.

**EXTERNAL REPRESENTATION**

* Seek to build positive local working relationships with local communities, district government officials, UN and where appropriate, donor representatives, working independently and with other agencies to build local community acceptance of Tearfund and other humanitarian agencies
* Build the capacities of selected local Tearfund partner organisations by providing advice/assistance in coordination with the Protection Adviser.
* Assist in developing collaborative programmes with Integral Alliance, other agencies and national partners in accordance with country and response strategy.
* As requested attend relevant meetings workshops, conferences as required and keep informed of sector developments and key initiatives.

**PART 2 – PERSON SPECIFICATION**

**JOB TITLE: PROTECTION OFFICER**

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|  | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | * Bachelor degree in counselling psychology, Women and Gender Studies, Law and Social science | * Masters degree in counselling psychology, Women and Gender Studies, Law and Social science |
| EXPERIENCE | * A minimum of 4 year protection related work  experience in displacement, disaster related contexts, including in camps and non-camp situations * Previous direct experience of implementation of protection-related projects more specifically in S/GBV and Psychosocial Support * Proven facilitation experience on capacity building training of staff * Understanding of humanitarian principles and practices | * Extensive experience in protection related assessments and development of monitoring tools * Work experience in INGO and Donor agencies * Experience in curriculum development * Work experience in Cox's Bazar or Chittagong area in the Protection sector |
| SKILLS/  ABILITIES | * Excellent written and verbal communication in English and Bangla. * Good IT skills (Google documents, Google mail, Excel and Word) * Good coordination and facilitating skills | * Excellent networking skills * Understanding of Chittagonian/local Dialect |
| PERSONAL QUALITIES | * Committed Christian with a personal relationship with God * Committed to Tearfund's Mission, Values and Belief * Flexibility, ability to remain calm under pressure * Willingness to travel and work in emergency environments, Camps visits | * Commitment & Willingness to work beyond job description in the Emergency, Disaster response needs of fields, camps. |
| **OTHER COMMENTS:** Minimum 40% Travel Required (National and International) | | |