ROLE PROFILE

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| Title: | **Protection Specialist** | | |
| Functional Area: | Program | | |
| Reports to: | CPiE Lead | | |
| Location: | Teknaf | Travel required: | Yes |
| Effective Date: | ASAP | Grade: | C2 |

role PURPOSE

Overall responsibility for the technical aspects of Protection Strategy and supports day to day management of PIB’s sector projects within geographical area of responsibility – Protection support ensuring that all protection programs are in-line with PIB’s technical quality standards and are on time, budget and scope Provide technical expertise on program development in all relevant projects.

Sector responsibilities: Advocacy for the rights of refugee / FDMN people in their context of displacement, case management and case support, rationalization exercise, registration services for the internally displaced and refugees, monitoring of rights and rights awareness-raising, other protection issues according to the context.

Dimensions of the Role

* Reporting to the Child Protection in Emergencies (CPiE) Lead, indirect reporting to Project Manager the incumbent will not have any line management responsibility, but will oversee the technical quality of the child protection programme through a matrix management structure, offering direct support a growing team of Programme and Coordinators and Officers.

Accountabilities

**General**

* Strategic vision and support on the protection in Cox’s Bazar and other parts of the country, in coordination with, and technical supervision of, CPiE Program Lead
* Taking a leading role in the updating and review of the child protection strategy and in drafting protection-oriented advocacy notes, concept notes and project proposals, in coordination with, and technical supervision of, CP Program Lead.
* Ensuring implementation of protection mainstreaming/integration guidance for other technical teams (Education, SRHR, Livelihood etc.)

**Technical Management**

* Support in establishing synergies of child protection with education, livelihood, SRHR and GBV.
* Ensure implementation of child protection projects by backstopping protection principles, related policies, international instruments and guidelines as required.
* Strengthening the protection monitoring system including analysis of information related to GBV Safety audits and CP monitoring results.
* Facilitate and coordinate the submission of 5W reports and identification of key messages and responses to monitoring findings
* Provide Technical support to Project and Program managers in Cox’s Bazar and other program areas of PIB
* Responsibility for ensuring that donor reports on protection outputs and activities are completed according to specified internal timelines.
* Support other child protection projects in Cox’s Bazar whereas required.
* Provide support in advocacy in Cox’s Bazar.

**Monitoring, reporting and development**

* Liaise with the MERL Manager to develop and implement an M&E plan for protection activities, develop the community feedback mechanism, map lessons learnt and identify opportunities for evaluations and quality improvement.
* Quality control and site monitoring to ensure that services provided are according standards
* Program monitoring as per expected outputs and outcomes
* Ensure continuous updating of project documentation and files
* Identify new opportunities for protection intervention and work closely with, CPiE Lead, Program Managers, and the Grants Unit to develop quality proposals, concept notes and budgets.
* Develop and undertake needs assessments to inform program design and strategic direction. Conduct frequent rapid needs assessment of the situation in the event of emergency in collaboration with other stakeholders to address related problems

**External coordination and representation**

* Share relevant project information with external stakeholders as necessary and required.
* Participate in relevant coordination meetings. Ensure Plan International’s Protection representation in Protection Working Group and other relevant technical groups as assigned by CPiE lead.
* Together with the CPiE Lead, and other technical advisors, peer specialists coordinating and liaising closely with UNHCR, (I)NGOs and other stakeholders to ensure a participatory, transparent and coordinated approach. Work with team to ensure consistent external messaging from Plan International.
* Look for ways to work more closely with the Government, and coordinate with relevant Government departments, whenever is appropriate to the context, and taking full account of resultant risks and opportunities.

**As Specialist the post-holder is responsible for the following:**

* Accountable for achieving PIB’s strategic goals and objectives within the area of responsibility
* Accountable for making significant decisions on what the unit does: its purpose, functions and role, and for making commitments and decisions that require the expenditure of significant unit resources.
* Accountable for ensuring technical support, capacity development of protection, including CP of PIB and Partner Organization staff.
* Support program CPiE Lead/project manager to ensure coordination among Child Protection, GBV and other sectors of PIB..
* Responsible to support in program design and lead on protection piece in integrated projects
* Accountable to ensure technical quality of protection components / activities following quality bench mark through beneficiary feedback mechanism.
* Represent PIB in Protection and other technical working group.
* Any other duties relating to the nature of the job as requested by the Manager.

Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

Key relationships

1. CPiE Technical team--- High
2. ER Program team members--- High
3. Log/Finance Team--- Medium to High
4. UN agencies, Government, other INGOs --- Medium to High
5. Partners and Govt. Representatives--- Medium to High

Technical expertise, skills and knowledge

**Essential**

* Minimum 3 years of practical experience in Protection working for an INGO national NGO/UN agency
* At least 2 years' experience with people management and Technical aspects of child protection
* Documented skills in project planning and design, drafting, calculation and technical writing.
* Excellent skill in MS Word, Excel, and PowerPoint
* Experience in project development
* Experience working with International Organization, National partners, Local/government authorities, and UN organizations
* Master's degree in social science (e.g. political science, Sociology, Human rights, humanitarian project management, international development, Law or economics or relevant field).
* Very good understanding on protection, including CP and GBV in Bangladesh specially in camp and host areas of Cox’s bazar context
* Practical experiences on Training need assessment, developing training module, guideline and conducting training.
* Relevant field experience for at least two years
* Full professional proficiency in English

**Skills and Behaviours:**

* Ability to work in collaboration with others and as a team player who demonstrates leadership and is able to support and train local staff and also able to work with disaster affected communities in a sensitive and participatory manner.
* Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders. This includes effective negotiation and representation skills.
* Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
* Ability to operate effectively under difficult circumstances including stress and increased security risks.
* Flexible and adaptable.
* Demonstrates awareness and sensitivity to gender, culture and diversity.
* Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem-solving skills.
* Experience in Rohingya response is an advantage.

**Desirable**

* Ability to work in collaboration with others and as a team player who demonstrates leadership and is able to support and train local staff and also able to work with disaster affected communities in a sensitive and participatory manner.
* Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders. This includes effective negotiation and representation skills.
* Works with trustworthiness and integrity and has a clear commitment to Plan's core values and humanitarian principles.
* Ability to operate effectively under difficult circumstances including stress and increased security risks .
* Flexible and adaptable.
* Demonstrates awareness and sensitivity to gender, culture and diversity.
* Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
* Knowledge of Plan policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct and Core Humanitarian Standard and AAP/accountability manifesto . Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills is an advantage
* Experience in Rohingya response is an advantage
* Able to work calmly under extreme pressure and at unpredictable hours during emergency response

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organization by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organization, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

The post-holder will be expected to travel extensively, sometimes at short notice to join humanitarian responses. It may be required to work late, weekends and holidays in order to ensure timely delivery of programmes.

Level of contact with children

Low contact: No contact or very low frequency of interaction

Mid contact: Occasional interaction with children

**High level: Frequent interaction with children √**