

<b>Position Title</b>	<b>Child Friendly Space (CFS) Supervisor – mobile unit</b>
<b>Location</b>	MOSUL
<b>Department</b>	Programmes (Protection)
<b>Contract length</b>	10 months, with possibility to renew
<b>Responsible to</b>	Protection Programme Coordinator
<b>Line manages</b>	CFS Facilitator
<b>Language</b>	Arabic, English
<b>Background</b>	<p>EADE is one of the enthusiastic local organizations aims for playing an active role in providing humanitarian aids to the refugees, IDPs/Returnees and host communities. EADE have practiced staff for assessments &amp; data collection, in addition the ability of updating all required information. Thanks to the good relationship with the local Governments, security authorities and tribal elders, EADE is able to access to the newly liberated areas in Nineveh Governorate and other areas in Iraq. What strengthen our situation is the distribution of EADE staff in all parts of Iraq. We always select EADE staff locally that belonging to the targeted communities to keep collecting information at most level of accuracy &amp; time saving, in addition to secure accessing to the targeted areas and to ensure successful missions.</p> <p>Mission East and EADE are the two organization who are implementing the CFS project .</p>
<b>Overall responsibility</b>	<p>The CFS Supervisor is primarily responsible for preparing and delivering daily curriculum and play activities to the children who attend the CFS centre(s). The CFS Supervisor will work closely with the CFS Educator to monitor and record daily attendance and report any issues with the centre/children. Also the CFS Supervisor will be responsible for the overall supervision of the activities and the line management of the CFS Facilitator.</p> <p>The responsibilities of the CFS Supervisor include but are not limited to the following:</p>
<b>Key tasks and responsibilities</b>	<p><b>Main duties</b></p> <ul style="list-style-type: none"> <li>▪ Supervise and participate in the preparations of, and lead sessions from the curriculum on a daily basis</li> <li>▪ Supervise CFS Educators on ensuring a variety of children’s structured play and informal learning activities within the CFS centre caters to the needs of children of different ages, genders, and abilities</li> <li>▪ Keep track of children’s daily attendance</li> <li>▪ Report any issues to the Protection Programme Coordinator</li> <li>▪ Monitor the needs and care of children attending the centre</li> <li>▪ Ensure monthly parents meetings to keep them informed of any developments or problems within the CFS and surrounding areas</li> <li>▪ Ensure that children’s participation and input form the basis of the CFS and the activities</li> <li>▪ Ensure a safe and child-friendly atmosphere within the CFS, that all children feel comfortable, safe, and respected and all children feel included and no child is discriminated against</li> <li>▪ Establish a rotation system to promote the sharing of equipment and toys between children</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Be a positive role model and demonstrate conflict-solving behaviours</li> <li>▪ Refer any child with need for more specialised support to the EADE FPU team and informing the Protection Programme Coordinator about this</li> </ul> <p><b>Monitoring and reporting</b></p> <ul style="list-style-type: none"> <li>▪ Ensure CFS database is secured and updated regularly</li> <li>▪ Prepare and submit (weekly/monthly) CFS reports in a timely manner</li> <li>▪ Maintain full CFS project archives and files</li> <li>▪ Coordinate with PC to assure M&amp;E obligations are adhered to</li> <li>▪ Facilitate start up workshops for new projects to ensure new CFS staff have all and relevant documentation and tools for reporting/templates</li> </ul> <p><b>Coordination, relationship building, advocacy and referrals</b></p> <ul style="list-style-type: none"> <li>▪ Work with Protection Programme Coordinator and stakeholders (FPU, community, other CP actors) to develop, strengthen and monitor implementation of referral networks</li> <li>▪ Develop and maintain positive coordination and relationships with partners and promote inter-sector collaboration</li> <li>▪ Participate in CP/protection related assessments, including inter-agency assessments where necessary</li> <li>▪ Contribute to a positive team spirit among all EADE staff</li> </ul> <p><b>Human resources, logistics and finance</b></p> <ul style="list-style-type: none"> <li>▪ Adhere to all ME HR policies, procedures and code of conducts that ensures transparency, services and accountability to beneficiaries and report any abuse of beneficiaries by other ME staff, including sexual exploitation and abuse in accordance with ME reporting procedures.</li> <li>▪ Ensure all relevant financial documentation is completed accurately as required by ME finance policy and requirements.</li> <li>▪ Maintain an inventory of equipment/assets for each FPU team; manage and order new supplies in collaboration with PC when necessary while ensuring that costs stay within budget.</li> <li>▪ Monitor/track utilization of program supplies/resources to ensure efficient use of available resources.</li> <li>▪ Adherence to the ME security policies and procedures and report any incidents or breaches to line manager and/or security manager.</li> </ul>
<p><b>Selection criteria</b></p>	<p><b>Qualifications Required</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree in Education, Sociology or Psychology or other related field.</li> </ul> <p><b>Experience Required</b></p> <ul style="list-style-type: none"> <li>▪ Minimum of 6 months to 1-year experience.</li> <li>▪ Prior experience working with children and in emergency contexts.</li> <li>▪ Observant and able to manage a group of up to 25 children at one time.</li> <li>▪ Must be able to employ position methods of interaction with children and prevent inappropriate negative discipline or abuse.</li> <li>▪ Prior experience in NGO work preferred.</li> </ul> <p><b>Necessary Skills and Competencies</b></p> <ul style="list-style-type: none"> <li>▪ You are in agreement with EADE’s Organisational Values.</li> <li>▪ You have knowledge of Child Protection Standards.</li> <li>▪ You fully adhere to international standards and code of conducts (child, youth) and</li> </ul>

	<p>conflict of interest policies.</p> <ul style="list-style-type: none"> <li>▪ You fully adhere to ME security protocols.</li> <li>▪ You must care about the well-being of children and enjoy spending time with them.</li> <li>▪ You must respect people of all ethnicities, religions, genders and backgrounds.</li> <li>▪ Good interpersonal and communication skills and problem solver.</li> <li>▪ Able to work both independently and as part of team.</li> <li>▪ Patient, culturally sensitive, flexible and highly motivated to deliver quality assistance</li> </ul> <p><i>Preferable</i></p> <ul style="list-style-type: none"> <li>▪ Computer literate (Excel, Word, Email)</li> <li>▪ Basic spoken English skills</li> <li>▪ You should be a member of the displaced population or sympathetic to their situation</li> <li>▪ You are known and respected by the community</li> </ul>
<p><b>Application procedure</b></p>	<p>Submit your <b>motivation letter and CV</b> in English to <b>mohammedhamdan1989@gmail.com</b> indicating the position you are applying for in the subject line. <b>Only short listed candidates will be contacted.</b></p> <p><b>Final closing date for this position is 20 of January 2018</b></p>