

Position Title	Protection Officer (PO)
Location	MOSUL
Department	Programmes (Protection)
Contract length	10 Months
Responsible to	Protection Programme Manager, with links to Area Manager
Line manages	FPU Team Leaders
Language	English, Arabic
Background	<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 & 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 & 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>
Overall responsibility	<p>Working under direct supervision of the Protection Programme Manager, the Protection Officer will oversee the implementation of the activities carried out by the Family Protection Units (FPUs). The Protection Officer will provide technical guidance, training and programmatic supervision regarding case management. The PO will also have a strong focus on coordination and service mapping in east Mosul.</p> <p>The responsibilities of the PC include but are not limited to the following:</p>
Key tasks and responsibilities	<p>Main duties Implementation of CFS activities</p> <ul style="list-style-type: none"> ▪ Mentoring and training the staff on specific matters when needed - i.e. basic knowledge of psychosocial support (PSS) and psychological first aid (PFA); innovative and alternative methods for recreational and educative activities ▪ With relevant staff, address any programme quality issues or complaints, and support consultation and information provision mechanisms. ▪ Being available to travel to and within Ninewah, and Erbil governorate ▪ Participate in the development of procurement, spending plans and work plans to ensure the successful implementation of programs in line with budget; keep budget/spending tracker ▪ Follow Child Protection (CP) guidelines principles of respect, confidentiality and safety/security and non-discrimination while providing services ▪ Provide direct support to the teams and local partner-NGO in east Mosul on a regular basis to monitor activities and ensure that all CP standards are being met ▪ Any other related task that is requested by your line manager

Coordination, relationship building, advocacy and referral pathway

- Prioritise attending relevant cluster meetings and sub-cluster working groups
- Work with stakeholders (CP actors, community) to develop, strengthen and monitor implementation of referral networks
- Develop and maintain positive coordination and relationships with partners and promote inter-sector collaboration
- Participate in CP/protection related assessments, including inter-agency assessments where necessary
- Contribute to a positive team spirit among all Mission East staff
- Serve as a lead liaison with support office and/or donor projects and support Programme and Area Manager with inputs and innovative solutions to improve the programme

Monitoring and reporting

- Prepare and submit (weekly/monthly) reports in a timely manner
- Support FPU and local partner-NGO staff with accurate reporting
- Maintain full project archives and files for locations under your responsibility
- Coordinate with M&E project leads/department to assure monitoring and evaluation obligations are adhered to
- Support the design, implementation and revision of a robust monitoring and reporting system relevant for FPU and community centre use
- Facilitate start up workshops/induction for new projects to ensure project staff have all and relevant documentation and tools/templates for reporting
- Record programme lessons learned, to support new proposals

Training and mentorship

- Train staff on Protection/CP international standards, PSS, PFA and their application on regular basis
- Ensure programme meets EADE minimum quality standards and support improvement, reflection and learning
- Conduct, attend and participate in capacity building trainings

Human resources, logistics and finance

- Adhere to all ME HR policies, procedures and code of conducts that ensures transparency, services and accountability to beneficiaries and report any potential abuse of beneficiaries by other ME staff, including sexual exploitation and abuse in accordance with ME reporting procedures
- Ensure all relevant financial documentation is completed accurately as required by ME finance policy and requirements
- Maintain an inventory of equipment/assets for each FPU team; manage and order new supplies in collaboration with field teams when necessary while ensuring that costs stay within budget
- Monitor/track utilization of program supplies/resources to ensure efficient use of available resources
- Adherence to the ME security policies and procedures and report any incidents or breaches to line manager and/or security manager

<p>Selection criteria</p>	<p><i>Qualifications Required</i></p> <ul style="list-style-type: none"> ▪ University bachelor degree or higher in a relevant discipline, in community development, psychology, sociology, public health, population studies, international/political studies or humanitarian law <p><i>Experience Required</i></p> <ul style="list-style-type: none"> ▪ Minimum of 1-years' experience ▪ Proven leadership, staff development, planning, analytical, interpersonal, and communication skills ▪ Strong Monitoring and Evaluation skills ▪ Excellent understanding of confidentiality principle ▪ Experience in capacity building and facilitating trainings ▪ Strong understanding of case management, psychosocial support and life skills programming to promote psychosocial support and wellbeing of youth and children ▪ Prior experience working with children and in emergency contexts ▪ Good understanding of current situation/on-going crisis ▪ Competency in writing progress and donor reports and proposals; familiarity with principles and practice of monitoring and evaluation ▪ Prior experience in NGO work preferred <p><i>Necessary Skills and Competencies</i></p> <ul style="list-style-type: none"> ▪ You are in agreement with EADE Organisational Values ▪ You have knowledge of CHS, Sphere and Child Protection Standards ▪ You fully adhere to international standards and code of conducts (child, youth) and conflict of interest policies ▪ You fully adhere to M&E security protocols ▪ You must care about the well-being of children and enjoy spending time with them ▪ You must respect people of all ethnicities, religions, genders and backgrounds ▪ You are computer literate with a high degree of proficiency (Excel, Word, Email) ▪ You have excellent written and spoken English, Arabic ▪ You have good interpersonal and communication skills ▪ You are able to work both independently and as part of team ▪ You are a critical thinker and a problem solver and able to perform under pressure ▪ You are patient, culturally sensitive, flexible and highly motivated to deliver quality assistance ▪ You have the ability to travel to and within Ninewah, Dohuk and Erbil for programmatic (including M&E) and training purposes and to high risk areas where M&E programs are situated ▪ You have the ability to maintain performance expectations in psychologically stressful environments and physical hardship with limited resources ▪ You should be strongly motivated by humanitarian principles ▪ You should be a member of the displaced population or sympathetic to their situation ▪ You are known and respected by the community
<p>Application procedure</p>	<p>Submit your motivation letter and CV in English to mohammedhamdan1989@gmail.com indicating the position you are applying for in the subject line. Only short listed candidates will be contacted.</p> <p>Final closing date for this position is 20 of January 2018</p>