

**Job Description –Project Officer (DRR)**

**TEAM/PROGRAM:** Development Program

**LOCATION:** SUVA

**GRADE:** Level 5

**INTRODUCTION:**

Save the Children International (SCI) is the world’s largest independent child rights development organisation, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to development, survival, participation and protection.

Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 30 staff across two offices in Suva and Labasa. SC Fiji thematic programs include Education, Health, Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.

**ROLE PURPOSE:**

Reporting to the Project Manager (DRR), Project Officer’s (DRR) is responsible for the implementation of activities under New Zealand’s Direct Aid Programme grant in partnership with Save the Children New Zealand - “*Child Centered Disaster Risk Reduction (CDRR) in Fiji*”. Working closely with the Fiji Government and selected Civic Society partners with the beneficiaries in the target areas for the Child Centred Disaster Risk Reduction (CDRR) project. The incumbent will be directly engaged in ensuring child-centered approaches are embedded in DRR/CC planning and response including legal frameworks, governance and budgets, high-risk communities embeds child centered approaches to DRR/DRM in Community Development Planning, Child-safe evacuation centres have access to prepositioned supplies for children, children participate in DRR planning at school and in the community.

**SCOPE OF ROLE:**

**Reports to:** Project Manager (CDRR)

**Staff directly reporting to this post:** None

**KEY AREAS OF ACCOUNTABILITY**

**I. Program Delivery, Management and Quality Assurance**

- Participating in reviewing and updating SC Fiji’s Country Strategic Plan in accordance with the changing needs of children in Fiji, SCI’s global emergency and disaster risk reduction objectives and work practices
- Conduct vulnerability assessment for High Risk Communities through a training of trainers for community facilitators and community disaster committee members in each community in collaboration with provincial offices
- Undertake base-line data collection, monitoring and reporting through digitised system
- Embed child-centered approaches into community development plans with the community development committees in the informal settlements through trainings
- Strengthen resilience by Implementing livelihood and other programmes based on opportunities identified by communities
- Establish children’s clubs in target sites
- Ensure that child-centered DRR is embedded in the formal and informal education sector
- Supporting learning from relevant best practice internally and externally (particularly on child protection in emergencies, embed child-centered DRR in national DRM processes, child participation, implementing livelihood and other programs to strengthen disaster resilience and reporting), monitoring implementation of relevant program approaches and standards, and assessing performance against agreed program objectives and indicators
- Delivery of quality periodic field reports to the Project

- Vulnerability assessment for high risk communities conducted through collaboration with relevant stakeholders
- Base-line data collection, monitoring and reporting completed through digitised system
- Child-centered approaches embedded into community development committee members in each community
- Children’s club established in target sites
- Child-centered DRR embedded in the formal and informal education sector
- Document best practises both internally and externally to embed child-centered DRR in national DRM process
- Quality periodic reports developed and forwarded to the Project Manager  
Program interventions are implemented in cooperation with the target communities and participation of children included in the design

<p>Manager (DRR)</p> <ul style="list-style-type: none"> <li>• Ensure programming interventions are implemented in cooperation with targeted communities, and include the participation of children in their design</li> <li>• Ensure the SC Fiji Child Protection Policy is understood by all SC Fiji staff and that it is integrated into all aspects of the DRR programme</li> <li>• Document programme learning, and incorporate analysis and lessons learned into future DRR policy and planning</li> <li>• Undertake all other official duties as directed by the SC Fiji CEO</li> </ul>	
<p><b>2. Program Development and Fundraising</b></p> <ul style="list-style-type: none"> <li>• Provide regular updates on the implementation of activities for the CDRR project to the Project Manager (DRR), Program Manager, CEO and SC Fiji Board, the donor and ensure the inception, draft, final and summary reports all are completed to a high-quality standard and within designated timeframes</li> <li>• Incorporate analysis and lessons learned into new strategies, proposals and activities.</li> <li>• Identify suitable local partners for joint project implementation as appropriate.</li> <li>• Ensure programming interventions are designed using rights based principles, on an understanding of gender relations and that programmes seek to support the different needs and opportunities of women, men, boys and girls in Fiji.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular project updates provided to the relevant managers</li> <li>• CDRR work plans are documented and completed as agreed</li> <li>• CDRR reports accurately reflect the outcomes/good practises in Fiji as well as the positions of the community, stakeholders and especially children and youth</li> <li>• All DRR training sessions and workshops are successfully conducted with all relevant parties in attendance and within designated timeframes</li> <li>• Duties are completed in accordance with SC Fiji policies and procedures and in a timely manner</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Performance Management and Capacity Building</b></li> <li>• Deliver activities as outlined in the objectives and receive meaningful feedback regularly and achieve maximum impact from programme implementation.</li> <li>• Contribute to training on DRR and participation with children, communities, local government authorities (LGAs), institutions and SC Fiji staff on a planned and regular basis</li> <li>• Plan and integrate evidence from CDRR project into future planning and resilience building programmes for development and replication</li> <li>• Report to the CEO, and/or Child Protection Focal Points, any violations of SC Fiji personnel policies and Code of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities delivered as outlined in the objectives with meaningful feedback and maximum impact</li> <li>• DRR trainings conducted and participation with children and communities plus other stakeholders on a regular basis</li> <li>• Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection reporting process is facilitated at least once a year</li> <li>• SCF Child Protection and Safeguarding policies are evident in the conduct of partners, volunteers, and all SCF associates</li> </ul>
<p><b>3. Networking, Presentation and Advocacy</b></p> <ul style="list-style-type: none"> <li>• Build strong relationships with relevant government bodies and the communities (particularly NDMO, CSOs, SCI members and any other key stakeholders relevant to the protection sector.</li> <li>• Represent SC Fiji Country Programme at all levels (excluding media) and advocate Save the Children's position and learning to influence policy and practice of government, donors, I/NGOs, the UN and other civil society organisations in relation to disaster risk reduction</li> <li>• Provide input to the CDRR programme team in research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) particularly with regard to strategic value/direction</li> <li>• Support the country office to contribute to Global Child Protection in Emergencies and Participation Initiatives and indicator data collection</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration and coordination of Save the Children DRR programmes is achieved with all key stakeholders</li> <li>• SC Fiji represented at all protection sector relevant for all committees, in particular the CPiE and subcommittees</li> <li>• Demonstrated strong relationships (e.g. frequent contact with staff from various levels) with all key donor agencies (e.g. Australian Aid Program, UNISDR, NZ MFAT) established and maintained.</li> <li>• Advocacy priorities are identified and appropriately aligned with programming, the annual plan with SC Fiji and SCI global initiatives</li> <li>• Context and risk analysis is strengthened with advocacy messages and strategies developed to fit the context, target and</li> </ul>

	risk
<p><b>4. Budget and Operational Management</b></p> <ul style="list-style-type: none"> <li>Implement activities within budget lines with relevant documentation in line with the policies and procedures of SC Fiji</li> <li>Ensure compliance to financial requests and reporting as required by the board, SCI members and donors including comparisons of budget vs actual expenditure, fixed asset registers etc.</li> <li>Understand and follow organisational policies. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Protection Policy, Financial Procedure Policy and Employee Terms and Conditions.</li> </ul>	
<b>SCI VALUES &amp; DEMONSTRATED BEHAVIOURS ~ Our Values in Practice</b>	
<p><b>Accountability:</b> We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> <li>Is happy to take responsibility where the necessary skills exist or can be developed.</li> <li>Is able to learn from mistakes and successes.</li> <li>Enjoys the idea of a challenge and associated learning.</li> <li>Is committed and actively seeks out development opportunities.</li> <li>Is able to seek out assistance/resources where required.</li> <li>Demonstrates personal drive and is able to set own goals and objectives.</li> </ul>
<p><b>Ambition:</b> We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> <li>Works towards and achieves set goals &amp; objectives.</li> <li>Committed to quality &amp; continuous improvement in work efforts &amp; activities.</li> <li>Is proactive and pursues relevant opportunities.</li> </ul>
<p><b>Collaboration:</b> We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> <li>Can quickly find common ground and solve problems for the benefit of all.</li> <li>Is fair and reasonable to others.</li> <li>Can solve problems with peers with minimal disruption.</li> <li>Is a team player, is cooperative and encourages collaboration.</li> <li>Easily gains trust and support of peers.</li> </ul>
<p><b>Creativity:</b> We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> <li>Embraces and supports organisational change.</li> <li>Acts as a change agent and encourages others to embrace change.</li> <li>Presents relevant new ideas to peers and manager/supervisor.</li> <li>Is seen as value-adding within the workplace.</li> </ul>
<p><b>Integrity:</b> We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> <li>Acts with authenticity and is accountable for own words &amp; actions.</li> <li>Acts with honesty and transparency in all dealings and admits mistakes.</li> <li>Ensures high levels of confidentiality relating to both data and verbal communication.</li> <li>Behaviour is in accordance with SC Fiji policies and Code of Conduct.</li> <li>Is aware of the impact of own behaviour on others and manages behaviour accordingly.</li> <li>Can present the accurate truth in an appropriate and helpful manner.</li> <li>Doesn't misrepresent him/herself for personal gain.</li> </ul>

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Tertiary qualification in Community Development, DRR or a related field, a sound understanding of Child Protection in Emergencies (CPiE) related field, Socio-economic livelihood and development studies, proven experience in

implementing Disaster Risk Reduction programs related work and at least 1 year experience working in an NGO, protection-related institution or corporate environment, experience working with communities and a wide range of stakeholders

- Proven expertise in, and understanding of, the Convention of the Rights of the Child and other international human rights law instruments and DRR standards
- Demonstrated understanding of project cycle management (PCM) principles, of DRR and conducting assessments in high risk communities by international NGOs, with project management and strategic planning skills, and a demonstrated ability in achieving agreed deliverables
- Project management skills and a demonstrated ability in achieving agreed deliverables
- Budget development and financial monitoring skills and experience and knowledge of effective financial and budgetary controls
- An in-depth understanding of national and international development issues, especially with respect to child rights, protection of children in emergencies and participation
- Demonstrated experience in working in a team environment, including the proven ability to be part of a team
- Strong interpersonal, oral and especially written communication skills, ability to influence and negotiate with a range of diverse stakeholders, and excellent presentation skills including strong public speaking skills and experience
- Ability to problem-solve, multi-task, determine priorities, take initiative, maintain high levels of self-motivation, work as part of a team and independently as and when required, and in multi-cultural settings
- Experience working, coordinating and collaborating with partners and key stakeholders including children, parents, community health workers, teachers, local and national authorities, I/NGOs CSOs, the UN and the corporate sector
- Commitment to and understanding of SC Fiji's aims, values and principles including a sound understanding of, and experience in, the child rights-based and strength-based programming approach to development
- Fluency in written and spoken English
- High levels of computer proficiency including MS Office suite packages

**Desirable:**

- Experience in implementing community-based disaster risk reduction programming, project design, implementation and evaluation.
- Fluency in Fijian and Hindi an asset
- Ownership and accountability of one's work and high levels of confidentiality and integrity (relating to both data and verbal communication).
- A valid class 2 driver's license

**Additional:**

- Any offer of employment at SC Fiji will be subject to a satisfactory National Police Record Check
- Employees must sign onto SC Fiji's Child Safeguarding Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.

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**Signed: Chief Executive Officer, Iris Low-McKenzie**

