

Job Description – Child Participation Project Officer	
TEAM/PROGRAM: Programs	LOCATION: SUVA
GRADE: Officer Level	
<p>INTRODUCTION:</p> <p>Save the Children International (SCI) is the world’s largest independent child rights development organization, 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.</p> <p>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 employs 49 staff across three offices in Suva, Lautoka and Labasa. Save the Children Fiji (SC Fiji) Programmatic goals focus on achieving improvements in the lives of Children in Fiji through effective Education, Health, Protection, Participation, Child Sensitive Livelihood and Disaster Risk Reduction (DRR) programming.</p>	
<p>ROLE PURPOSE:</p> <p>The Child Participation Officer (CPO) will report to the Senior Project Officer (SPO) and shall assist in the implementation of key activities under the Canada Fund Local Initiatives Project. The CPO will assist in establishing and maintaining relationship with partners including Ministry of Women, Children and Poverty Alleviation particularly the Department of Social Welfare and other strategic and implementing partners to deliver programme outputs according to SC Fiji strategy. This position will assist in the development of a Child Protection and Child Participation strategy for SC Fiji and ensuring that SC Fiji programming is able to deliver a Child Safeguarding training program to project communities and stakeholders.</p> <p>The CPO will be responsible for the implementation of the project which is focused on child participation in the project. He/she will work under the supervision of the Senior Project Officer in engaging with the focal points in the communities to strengthen Child Clubs in the project communities. Additionally, the CPO will carry out documentation of the project through coordination with SCF Communication(s) Team as well the use of mediums such as Facebook, Twitter, YouTube, Instagram, TikTok etc to generate project visibility targeting widespread impact of the project impact.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Senior Project Officer Staff directly reporting to this post: N/A</p>	
KEY AREAS OF ACCOUNTABILITY	KEY PERFORMANCE INDICATORS
<p>I. Program Delivery and Quality Assurance</p> <ul style="list-style-type: none"> • Participating in reviewing and updating SC Fiji’s Strategic Plan in accordance with the changing needs of children in Fiji, SCI’s global child protection and participation objectives and work practices • Implement Child Participation activities with children and support the Child Safeguarding Training to the target communities. • Ensuring strong donor compliance, M&E and quality control procedures are understood and entrenched in all SC Fiji programs 	<ul style="list-style-type: none"> • Contribute to the Child Protection, Rights and Participation Programs (CRPP) Annual/monthly work plans and budgets within designated timeframes. • All CRPP projects have baselines, defined indicators, outputs, outcomes, objectives and goals.

<ul style="list-style-type: none"> • Work with Project Team in identifying and support of SC Fiji partners, the Ministry of Social Welfare and Ministry of Education, to develop formal, long-term relationships • Supporting learning from relevant best practice internally and externally (particularly on protection in emergencies, child participation, child-friendly spaces, Commercial Sexual Exploitation of Children (CSEC) and Child Rights Situational Analysis (CRSA) reporting, monitoring implementation of relevant program approaches and standards, and assessing performance against agreed program objectives and indicators • Assist and contribute to the production and delivery of quality periodic reports to donors and the SC Fiji Board (through the CPM) • Ensure programming interventions are implemented in cooperation with targeted communities, and include the participation children in their design • Ensure compliance to the SC Fiji Child Safeguarding Policy • Document program learning, and incorporate analysis and lessons learned into new strategies/activities and advocacy work • Undertake all other official duties as directed by the SC Fiji Chief Executive Officer (CEO) or other authorized officers 	<ul style="list-style-type: none"> • CRPP data is collected and analyzed • Weekly collection of media stories on the violation of children’s rights in Fiji • Contribute to the SC Fiji CRSA planning and development • Develop monthly SBU recordings in liaison with the SC Fiji program teams • Submission of comprehensive, high quality and timely reports to all internal and external stakeholders • Information from CPP M&E activities, and lessons learned, informs project implementation and new program design, and is conducted in accordance with donor agreed M&E frameworks
<p>2. Program Development and Fundraising</p> <ul style="list-style-type: none"> • Contribute to training on the Child Safeguarding with children, communities, local government authorities (LGAs), institutions and SC Fiji staff on a planned and regular basis • Identify suitable local partners for joint project implementation as appropriate. • Plan and promote child clubs for child awareness and development. • Provide completed high quality regular reports on the progress of the child participation project to the Senior Project Officer • Conduct training on Child Safeguarding with organizations and communities by sharing the best practice of working with children. • Incorporate analysis and lessons learned into new strategies, proposals and activities. • Ensure programming interventions are designed using rights-based principles, on an understanding of gender relations and that programs seek to support the different needs and opportunities of women, men, boys and girls in Fiji. 	<ul style="list-style-type: none"> • Contribute to the development of project proposals, concept notes, logframes and budgets to strategically relevant donors throughout the year. • The CRPP program strategy in Fiji is technically strengthened incorporating best practice approaches • Projects are monitored, variances identified, discussed and documented, for timely submission to the relevant donor as required • All CPP training sessions and workshops are successfully conducted with all relevant parties in attendance and within designated timeframes • Duties are completed in accordance with SC Fiji policies and procedures and in a timely manner
<p>3. Performance Management and Capacity Building</p> <ul style="list-style-type: none"> • Ensure the SC Fiji Child Safeguarding Policies are implemented and is observed • Build strong relationships with local government bodies and donors and other key stakeholders relevant to the project sector. 	<ul style="list-style-type: none"> • Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection

<ul style="list-style-type: none"> • Ensure optimal use of human resources, including promotion of team work and team spirit • Report to the CEO, and/or Child Protection Focal Points, any violations of SC Fiji personnel policies and Code of Conduct. 	<p>reporting process is followed as required</p>
<ul style="list-style-type: none"> • Networking, Presentation and Advocacy • In collaboration with the Senior Project Officer uphold the strong relationships with relevant government bodies, donors (particularly Canada, DFAT, UNICEF and NZ MFAT), I/NGOs, the UN, CSOs, SCI members and any other key stakeholders relevant to the protection sector. • Following the completion of the CRSA Report work with Project Team to develop advocacy materials and a defined strategy to influence key stakeholders for improved child-rights attainment in Fiji. • Contribute to research and documentation efforts (evaluation design, documenting best practices, generating materials useful for representation, advocacy) particularly regarding strategic value/direction • Support SC Fiji to contribute to Global Protection and Participation Initiatives and indicator data collection • Capitalization and utilization of modern media tools to advocate widespread representation of project impact in accordance with SCI common approach. 	<ul style="list-style-type: none"> • Collaboration and coordination of Save the Children CRPP programs is achieved with all key stakeholders • SC Fiji represented (as requested) in the protection sector relevant fora and committees • Advocacy priorities are identified and appropriately aligned with programming, the annual plan and CSP, with SCF and SCI global initiatives • Context and risk analysis is strengthened with advocacy messages and strategies developed to fit the context, target and risk
<p>4. Budget and Operational Management</p> <ul style="list-style-type: none"> • Ensure that the child participation budget variance reports are being tracked regularly, appropriate measures are taken to address any over or under-spending, that grants are fully expended within the appropriate timeframe and in accordance with donor regulations. • Ensure SC Fiji financial management systems, processes and controls are adhered to • 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. • Ensure that all organizational policies are understood and being followed. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Protection Policy, Financial Procedure Policy, Code of Conduct and Employee Terms and Conditions. 	<ul style="list-style-type: none"> • Financial reporting is accurate and timely • All relevant SC Fiji policies and procedures are complied with. • Budget holders regularly review budget to actual spending and adjust accordingly • Program spending proceeds in accordance with planned activities and within anticipated timeframes • Approved spending is conducted within the designated delegation of authority framework and in accordance with SC Fiji and donor financial policies and procedures
<p>SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice</p>	
<p>Accountability: 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"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. <hr/> <ul style="list-style-type: none"> • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required.

	<ul style="list-style-type: none"> • Demonstrates personal drive and is able to set own goals and objectives.
<p>Ambition:</p> <p>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"> • Works towards and achieves set goals and objectives. • Committed to quality & continuous improvement in work efforts and activities. • Is proactive and pursues relevant opportunities.
<p>Collaboration:</p> <p>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"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.
<p>Creativity:</p> <p>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"> • Embraces and supports organizational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.
<p>Integrity:</p> <p>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"> • Acts with authenticity and is accountable for own words and actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with SC Fiji policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor degree in Community Development or a Child Protection Participation and Participation (CPP) related field and experience in protection development-related work in Fiji and at least 1 year experience working in an NGO, protection-related institution or cooperate environment.
- Proven expertise in, and understanding of, the Convention of the Rights of the Child and other international human rights law instruments and standards
- Demonstrated experience in assessment activities and of contribution to designing, managing, monitoring and evaluating protection programs for NGOs or other development partners
- Proven project management skills, strategic planning 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
- Proven experience in CRPP proposal development evidenced by successfully granted submissions
- An in-depth understanding of national and international legislation and development issues, especially with respect to child rights, protection and participation
- 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 Save the Children'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:

- Commitment to supporting children by amplifying their voices.
- Experience in promoting and working with diverse groups of young people and have conducted children's participation in programming, project design, implementation and evaluation.
- Experience in developing and designing activities and materials for children.
- Strong Facilitation skills with good knowledge of a range of inclusive facilitation techniques appropriate for working with young people.
- Fluency in iTaukei and Hindi languages 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 Protection 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 behaviors outlined above.
- The duration for this project is from 5 months only and possible extension depending on availability of funds.

Date of issue: 17th October 2022

Signed: Chief Executive Officer, Shairana Ali



National Office
P.O. Box 2249
Government Buildings
Suva
Fiji Islands

Ph : (679) 3313178
Fax : (679) 3302214
Email : info@savethechildren.org.fj

Member
Save the Children International