

Job Description –Project Officer	
TEAM/PROGRAM: Programs	LOCATION: Lautoka
GRADE: Officer Level	
<p>INTRODUCTION:</p> <p>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.</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 35 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 Project Officer (PO) will report to the Child Protection Manager (CPM) and shall assist with the management of the implementation of key activities within the Child Protection Program funded by the Women’s Fund Fiji. The PO will assist in establishing and maintaining relationship with partners including Ministry of Women, Children and Poverty Alleviation, 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 reviewing of a Child Protection strategy for SC Fiji and ensuring that SC Fiji programming is able to deliver a Child Safeguarding (CSG), Children are a Precious Gift of God (CPGG) and Child Participation (CPP) activities in the Western Division.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Child Protection Manager Staff directly reporting to this post: N/A</p>	
KEY AREAS OF ACCOUNTABILITY	KEY PERFORMANCE INDICATORS
<p>I. Program Delivery, Management 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 • Managing the implementation of the CSG, CPGG and CPP Trainings in the Western Division. • Ensuring strong donor compliance, M&E and quality control procedures are understood and entrenched in all SC Fiji programs • In collaboration with the Child Protection Manager Identification 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 • Contribute to the production and delivery of quality periodic reports to donors and the SC Fiji Board (through the CPM) 	<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. • CRPP data is collected and analysed • Weekly collection of media stories on the violation of children’s rights in Fiji • Contribute to the SC Fiji CRSA planning and development

<ul style="list-style-type: none"> • Ensure programming interventions are implemented in cooperation with targeted communities, and include the participation of children in their design • Conducting regular field visits, to project sites including discussions with beneficiaries • 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 authorised officers 	<ul style="list-style-type: none"> • 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. • Contribute to the development of long-term funding strategies for the CRPP sector in cooperation with the CPM, CEO, the SCF Program Management Team (PMT), and other SCI members, towards the achievement of protection-related SDGs in Fiji • Conduct training on Child Safeguarding with organisations and communities. • 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 is observed • Identify capacity building requirements in key competency themes or specific child protection and participation technical areas, including Child Safeguarding Training, child-friendly spaces, CRSA development and CSEC. • 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. 	<ul style="list-style-type: none"> • Policy violations are reported, documented and investigated in accordance with disciplinary procedures, and the child protection reporting process is followed as required

<p>4. Networking, Presentation and Advocacy</p> <ul style="list-style-type: none"> • In collaboration with the Child Protection Manager uphold the strong relationships with relevant government bodies, donors (particularly Women’s Fund Fiji , Canada, DFAT, UNICEF and NZ MFAT), I/NGOs, the UN, CSOs, SCI members and any other key stakeholders relevant to the protection sector. • As requested by the CRC, represent SC Fiji (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 protection • Following the completion of CRSA project activities, work with the SC Fiji CPM 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 with regard to strategic value/direction • Support SC Fiji to contribute to Global Protection and Participation Initiatives and indicator data collection 	<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
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<p>5. Budget and Operational Management</p> <ul style="list-style-type: none"> • In collaboration with Child Protection Manager contribute to the management of the project budget components and ensure sufficient budget management tools are in place for grants • Ensure that project 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 organisational policies are understood and being followed. This is inclusive of the Vehicle Use Policy, Per Diem Policy, Child Safeguarding 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
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SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

<p>Accountability:</p> <p>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. • Demonstrates personal drive and is able to set own goals and objectives.
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<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 organisational 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 Social Science, Social Work, Social Policy, International Relations, Community Development or a Child Protection and Participation (CPP) related field, proven expertise in CRPP programming (ideally in child rights, child protection, child participation, child-friendly spaces, CSEC and Child Rights Situation Analysis) with substantial experience in protection development-related work in Fiji and at least 3 years' experience working in an NGO or protection-related institution
- 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:


- Experience in promoting children's participation in programming, project design, implementation and evaluation.
- Applying relevant Child Protection in Emergencies (CPiE), Sphere and EiE standards to prevent protection-related issues in emergency responses
- 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 behaviors outlined above.
- The duration for this project is for one year only and possible extension depending on availability of funds.

Date of issue: 21st February 2023

Signed: Chief Executive Officer, Shairana Ali



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