



Job Description

Name:

Job Title: Protection Coordinator

Place of Assignment: Adjumani Emergency Program

Reports to: Team Leader

The role

The Protection Coordinator is responsible for Managing LWF Human Rights Protection emergency response in LWF/DWS Adjumani. The overall aim of the Protection Coordinator is to guide staff and partners to initiate interventions to address violations of Human Rights, particularly in terms of prevention and response for children associated with armed groups and forces. This includes engagement and advocacy with armed groups and forces, psychosocial activities for children and youth, establishment of community-based protection systems, and expansion of social reintegration services for children. The Protection Coordinator leads on project planning, coordination, and support fundraising, recruitment and procurement

KEY AREAS OF ACCOUNTABILITY:

Programme management

Plan, prepare and oversee the implementation of the Human Rights Protection in Emergencies Programme in the Adjumani, ensuring the timely delivery of a quality programme (ensuring effective reporting mechanisms are developed and are operational, regular monitoring occurs against log frames, implementation plan and individual work plans are developed and performance management is undertaken).

Ensure appropriate monitoring and evaluation systems are in place, support staff in all monitoring processes and provide monthly and weekly reports on progress.

Partnership management

- ✓ Maintain working partnerships and good communication with representatives of UNHCR and other partners
- ✓ Build and maintain partnership with local NGOs and local governance structures (including municipalities) that work on the Human Rights protection in emergencies programme
- ✓ In collaboration with the Sub program coordinator, organize monthly meetings with implementing partners to discuss progress and challenges

Human Resources and Capacity Building

- ✓ Be the focal person in child protection and development for LWF/DWS Adjumani, UNHCR and other agencies.
- ✓ Ensure the provision of high quality, professional, and practical justice, gender based violence, and protection technical support and mentoring to partner organizations;
- ✓ Ensure that protection information is used effectively to advocate on important issues within crisis response and longer term planning for target populations;
- ✓ Ensure that Unaccompanied, Separated and orphaned children arriving in the camp are identified upon arrival in the refugee camp, their social history documented, foster families identified and the children are successfully fostered;
- ✓ Coordinate community training and awareness creation on the rights of the child with a view to promoting protection of children in Adjumani camp.
- ✓ Identify and resolve cases of emerging conflicts between children and their care givers;
- ✓ In collaboration with other agencies facilitate tracing and reunification of unaccompanied and separated children with their relatives;
- ✓ Support to the compilation and analysis of protection monitoring information for sharing with partners and donors
- ✓ Ensure that weekly situation reports, monthly, quarterly, midyear and annual reports are written and submitted to the Team Leader officer within the specified time frame.
- ✓ Identify staffing needs
- ✓ Supervise and coach all direct reports and conduct regular performance reviews for all direct reports
- ✓ Develop personal monitoring plans (including concrete objectives) for each direct report
- ✓ Support supervision, coaching and performance management of all Human Rights Protection staff
- ✓ Ensure all Officers use weekly work plans and reports
- ✓ Conduct trainings for relevant local NGOs and local authorities on Human Rights Protection and child rights
- ✓ Ensure that all Human Rights protection staff is complying with the code of conduct and the child safeguarding policy

Coordination and advocacy

- ✓ Represent LWF at regional cluster/coordination meetings (Protection, Human Rights Protection, and other meetings and forums and take a leading role to strengthen a Human Rights Protection system.
- ✓ Ensure that programme interventions continue to be informed by and integrated with other core sectors of LWF, such as education, health & nutrition, food security & livelihoods
- ✓ Ensure activities are developed in partnership with relevant local authorities and other key stakeholders, including local partners (where present) and aim to establish/strengthen processes and mechanisms at local, district, and national levels. Promote the participation of children in all aspects of the response where possible and appropriate.
- ✓ Continuously identify and document Human Rights Protection issues in Adjumani and ensure that relevant stakeholder and duty bearers are informed



- ✓ Contribute to the development of case studies for the purpose of reporting, advocacy and media effort

Personal Attributes

- ✓ Passion for working with refugees
- ✓ High level of integrity, commitment and professional responsibility.
- ✓ Ability to work independently with guidelines and clear expectations.
- ✓ Strong inter- personal and team building skills.
- ✓ Ability to tolerate cultural, education and religious diversity in the work place.
- ✓ Excellent communication, organization and presentation skills

QUALIFICATIONS AND EXPERIENCE

Position Requirements

- At least a Bachelor's degree in Social Sciences, Development studies, Psychology, Law or its equivalent from a recognized institution.
- A minimum of 3 -5 years' experience in development and humanitarian protection with a reputable organization.
- Excellent team work and problem solving skills
- Demonstrated experience and skills in training facilitation, conducting assessments, baselines and evaluations using participatory methodologies; data analysis and interpretation.
- Sound understanding of project management cycle, humanitarian principles and standards including SPHERE, HAP and the Code of Conduct
- Computer literacy with full knowledge of office applications, internet and email
- Fluency in English is essential. Knowledge of Kiswahili will be an added advantage.

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APPLICATION PROCESS

The selection committee will review all applications as they are received. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered. No further information will be given over the phone.



Please note: due to the critical nature of this recruitment, applications will be reviewed as they are received and successful candidates contacted on an on-going basis. Internal Applicants are given **priority** in the recruitment process.

STARTING DATE: Immediate. We're looking for people who can start as soon as possible or within the next few weeks.

Each application package should include the following:

- Job title for the role you are applying for in subject header of the email
- Cover letter with the applicant's current contact information
- CV (including detailed work experience, education/degrees) – 3pages maximum
- Professional References (minimum of three, with complete contact information)
- Kindly do not send supporting certificates and documents at this stage

Employee: **Date:**

Supervisor: **Date:**