



Project Officer

GENERAL RESPONSIBILITY:

The Project Officer is responsible for the overall planning, implementation, monitoring, and evaluation of the Local Child Protection Project. The role also includes the conduct of training and capacity-building activities for key stakeholders, while ensuring active engagement across diverse institutional levels and geographic areas.

SPECIFIC TASKS AND RESPONSIBILITIES:

- Coordinate and foster collaboration among the organization, its partners, and relevant stakeholders in the field of child protection;
- Conduct capacity-building activities for key stakeholders, including government partners, educators, parents, sectoral groups, and children and youth, with a focus on response and prevention of child protection issues, particularly child sexual abuse and exploitation;
- Facilitate mental health and wellness symposiums aimed at raising awareness and providing resources for child protection professionals, parents, and youth;
- Accompany children and youth representatives in local, regional, and national representational events or conferences to ensure their safe and meaningful participation;
- Conduct trainings and capacity-building sessions as part of the facilitator's pool of the Safeguarding, Training and Consultancy Unit (STCU), as needed;
- Evaluate the effectiveness of capacity-building initiatives provided to partner organizations and make recommendations for improvements, as needed;
- Lead the preparation of reports and ensure their timely submission to donors, partners, and other stakeholders;
- Participate in the preparation of consolidated progress reports for the Community Assistance Program in a timely manner and ensure alignment with approved reporting formats;
- Supervise the Project Assistant and ensure effective collaboration and achievement of project goals.
- Observe and adhere to all organizational policies and procedures, including the Child Protection Policy, at all times.
- Perform other tasks and functions as directed by the Executive Director and/or the Community Assistance Program Coordinator.



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VALUED QUALIFICATIONS AND COMPETENCIES:

- Bachelor's degree in Social Work, Psychology, Education, or a related field.
- Experience in child protection, advocacy, and capacity-building programs;
- Strong knowledge of child protection issues, particularly child sexual abuse and exploitation;
- Experience in conducting trainings for a range of stakeholders, including through specialized facilitation roles under units such as the STCU;
- Excellent communication and interpersonal skills, with the ability to engage and build relationship with diverse stakeholders;
- Experience in report writing, including donor and partner reports;
- Ability to work independently and as part of a team, with strong organizational and time-management skills;
- Knowledge on mental health and wellness practices, with experience in organizing relevant symposiums or events;
- Experience in child and youth engagement and safeguarding in representational spaces;
- Strong commitment to child rights and child protection, including adherence to organizational policies; and
- Proficiency in Microsoft Office and other relevant software tools.



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