

Educo Bangladesh is looking for a ‘Child Protection Officer’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with over 25-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families and communities.

Since 1999, we have been implementing development programmes in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader geographical areas. Currently, we are working in 12 districts of the country. In 2021, Educo Bangladesh has 5 external funded and 11 internal funded projects.

Currently, we are looking for a ‘**Child Protection Officer**’ for the Project, *Protection and Education in Emergencies for Rohingya refugee children and host communities in Cox’s Bazar, Bangladesh* under Humanitarian Program.

Name of Position	Child Protection Officer, Cox’s Bazar
Number of Vacancy	01
Job Location	Ukhiya/Cox’s Bazar, Bangladesh
Report to	Project Manager
Contract Duration	Initially 01 Year. High possibility of extension based on satisfactory performance, project/program requirement and availability of fund.
Working Conditions	The position is based at Ukhiya/Cox’s Bazar, will require frequent field visit to Rohingya camps and host community; Country Office as per requirement.

Purpose	Engagement	Delivery
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Title	Child Protection Officer, Cox’s Bazar
Purpose	<p>The Child Protection Officer’s primary function is to ensure quality implementation of the Child protection thematic area in synergy with the larger protection components which constitute the overall Educo programmed in Cox’s Bazar. S/he is responsible to provide technical support to implementing partners to deliver quality project activities at Camp and host community. S/he will maintain close relationship with Camp authority Adolescents groups, Majhi and Imam to spread awareness of our Educo CP activities. The CP Officer, in collaboration with Project Manager, is also responsible for representing Educo in any relevant field-based thematic meetings with stakeholders. In addition, S/he will be responsible for ensuring that the work of the team is compliant with donors and internal Educo reporting and accountability policy and procedures.</p> <p>The CP Officer is also responsible to develop/strengthen relationships with agencies, government structures (such as the CiCs), Sectors (CPSS, Protection) - at the field level - in close cooperation with the Project Manager.</p>

Engagement	S/he provide technical support to implementing partners, coordinate with other NGOs and liaise with Government officials and different stakeholders to successfully implement the project. S/he also engage in resource mobilization, management of humanitarian response project and ensure the quality of the implementing activities.
Delivery	<ul style="list-style-type: none"> ▪ S/he will ensure accuracy in the delivery of child protection project operations. ▪ Coordinate with implementing partners and ensure their deliverables are being accomplished within the stipulated time frame, organizational visibility is enhanced; EDUCO's credibility is being achieved through proper execution of fund with quality report submitted in due time. ▪ Develop CP modules and facilitate the training sessions. ▪ Coordinate camp level authority and other service providers. ▪ Ensure monthly reports, case studies and necessary documents of activity implementation in coordination with implementing partners and Project Manager. ▪ Assist the implementing partners with the camp level approvals to implement the project activities. ▪ Represent at the coordination meetings at camp level and to the child protection focal point. ▪ Provide necessary data and information of project to the CP sub sector. ▪ Provide technical support to the implementing partners' staff. ▪ S/he will ensure that all relevant Educo's policies, procedures are respected, and donors' requirements are being fulfilled accordingly.

Job Summary:

The Child Protection Officer, under direct supervision of Project Manager will be responsible to provide technical support to implementing partners to deliver quality project activities at Camp and host community. S/he will maintain close relationship with Camp authority Adolescents groups, Majhi and Imam to spread awareness of our Educo CP activities. The CP Officer, in collaboration with Project Manager, is also responsible for representing Educo in any relevant field-based thematic meetings with stakeholders.

Responsibilities

Sl.	Key Areas of Accountability	Essential Tasks	%
1.	Provide Technical Support to Partner on Child Protection	<ul style="list-style-type: none"> ✓ Organize training, orientation workshop for partners on child protection issues, so that partner staff can deliver the project activities with quality. ✓ Provide on jobs support to partner staff on Child Protection. ✓ Provide technical guidance, including training materials, to partners to facilitate trainings, workshops etc. ✓ Assess the capacity gaps of partner staff on Child Protection and prepare workplan and implementation. 	30%
2.	Planning and Ensure Timely Implementation of Project Activities	<ul style="list-style-type: none"> ✓ Support the partners to implement project activities and ensure consistent/ appropriate use of resources, delivery proceeding on schedule and operational demands are within project parameters and standards of quality. ✓ Review project components, develop project detailed plan with budget and timelines in line with the implementation of the project. 	20%
3.	Identify Needs and Gaps	<ul style="list-style-type: none"> ✓ Identify issues of consistency in project implementation and recommend remedial approaches to sustain and advance the quality. 	10%

		<ul style="list-style-type: none"> ✓ Engage with the community and community representatives to understand needs and gaps in child protection programming. 	
4.	Monitor and Report	<ul style="list-style-type: none"> ✓ Monitor project implementation through site visits, prepare reports on status of the project implementation, identify operational issues, and recommend appropriate solution/s. ✓ Regularly follow up and give guidance to prepare case study to facilitators. 	10%
5.	Coordination and Representation	<ul style="list-style-type: none"> ✓ Support partners to develop and maintain partnership/collaboration, build capacity of and provide technical assistance to the camp protection units, learning facility teachers/workers, and other stakeholders towards building effective partnership and collaboration in establishing protection mechanism in the refugee camp. ✓ Maintain close contacts with local authorities such as CiCs in the refugee settlement; intervene as and when necessary, to protect children. ✓ Ensures constant and efficient relationships with the Governmental Authorities in Camp area. ✓ Assess the knowledge and utilization of health and other services available for the children. 	10%
6.	Reporting	<ul style="list-style-type: none"> ✓ Provide required report to the immediate supervisor. ✓ Deliver any required change of activity. 	10%
7.	Administrative Support	<ul style="list-style-type: none"> ✓ Attends governmental authorities' meetings, takes minutes, and disseminates it to Line Management and concerned colleagues ✓ Pro-actively contacts the different governmental authorities at the field level to provide updates, ensure good relationships and smooth coordination with them, explaining Educo activities, policies and guidelines ✓ Supports the Program team with the communication to the local authorities and acts as the main focal point for all kind of local authorities ✓ Supports in preparing administrative documentation and addressing any other authorities' solicitations as needed at the national, local, and camp level ✓ Prepares the administrative documentation (i.e., Needs Assessment, FD7, NGOAB reports, letters, completion reports, reports to CiC etc.) with support from the program teams and collects the appropriate signature(s) 	10%

Perform responsibilities defined by organization/management as and when required.

Core Values:

Social Commitment
Equity
Respect

Core Principles:

Participation
Non-Discrimination
Transparency
Dynamic Spirit

Education:

Post-Graduation / Graduation in social sciences, development studies, psychology or any other relevant fields.

Experience and Requirements:

- ✓ 3-4 years of experience in child protection and or child protection in emergency, building/strengthening child protection system, and prevention and response to violence against children.
- ✓ Skills and experience in empowering children and communities (e.g., communication, facilitation, negotiation, training) is an advantage.
- ✓ Demonstrated ability to successfully initiate and maintain positive relationships with different stakeholders is vital for effective performance.
- ✓ Demonstrated attention to detail, ability to follow procedures, meet deadlines, and work cooperatively with team members.
- ✓ Capacity to balance work-life
- ✓ Excellent Team Spirit, Proactive and Empathetic
- ✓ Resourcefulness, initiative, and maturity of judgment

Language:

- Position requires both English and Bangla at advanced level. Excellent communication skills, both verbally and in written.

Knowledge and Skills:

- Advanced Knowledge and understanding on Child rights and protection
- Knowledge on local language (Cox's Bazar) will be considered as advantage
- Knowledge on UNCRC and CPMS
- Knowledge on CPiE
- High computer literacy with a full knowledge of office applications, MS word, MS Excel and Power Point, Bangla Bijoy Typing etc.
- Excellent analytical skills and decision-making capacity
- Excellent interpersonal and intercultural communication skills

Salary and Benefits:

Monthly **Consolidated** Salary is **BDT 70,839/- (Taka Seventy Thousand Eight Hundred and Thirty-Nine)** only.

Plus: Insurance and mobile allowance as per Educo HR Policy.

Our Accountability:

For Educo, accountability means fulfilling our responsibility to listen and respond to the opinions and needs of our stakeholders in the decisions we make and the activities we undertake, with the aim of increasing our impact and ensuring the responsible use of resources.

Child Safeguarding:

Educo is committed to prevent violence and maltreatment to children by fostering a safeguarding culture in which interactions with children promote their dignity and favor their comprehensive development and wellbeing in a safe and protective environment. Educo will ensure to "do no harm" to children and to be a child safe organization.

Instructions to Apply:

- 1) Two referees (non-relative) must be mentioned in CV; one must be your latest supervisor
- 2) CV must contain Recent Photograph
- 3) Please go through the job contents carefully before applying

Interested candidates only who meet the requirements are requested to apply through below link

[Apply Online](#)

Application Deadline: December 13, 2021

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

Declaration

N.B. As a Child-Centred Organization, Educo is committed to Child protection, and has developed a Child Safeguarding Policy, together with a Code of Conduct. All employment is conditional upon the successful completion of all applicable background checks. Before induction, any new staff should read and sign Educo's Code of Conduct.

Note:

- 1) Educo Bangladesh determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.
- 2) Educo Bangladesh has ZERO TOLERANCE towards harassment, abuse and discrimination. Educo employees are expected to abide by the **Code of Conduct, PPSEAH (Policy on Protection Against Sexual Exploitation, Abuse and Harassment), Child Safeguarding Policy and Staff Management Rules** of Educo.
- 3) Any persuasion during recruitment process will result in disqualification of candidature.
- 4) Internal and external applicants shall be treated equally in the entire selection process.
- 5) **Educo Bangladesh never charges any fee/cost/donation at any stages of recruitment and selection process. There is no cost involved with applying for any position. Any solicitation of job application/selection costs should be regarded as fraudulent.**