## **Terms of Reference (ToR) for Child Protection Officer**

Position: **Child Protection Officer**

Reporting to: CP Manager and Director Programs

Location: One in each district (DG Khan, Rajanpur, Bahawalpur, Muzaffargarh, Multan, Kasur, Rawalpindi)

Overview:

A national organization requires the services of a Child Protection Officer for its Child Protection project in seven districts of Punjab, The CPO will be responsible in managing the project including planning, implementation, monitoring and reporting of the project at district level. The key responsibilities are given as under;

Responsibilities:

* Lead the district team in implementation of the project activities
* Coordinate with district authorities in execution of the developed packages and implement the project activities.
* Plan and execute the capacity building trainings of district officials and front-line workers.
* Implement the district level community-based child protection mechanism by engaging the child protection committees.
* Supervises the implementation of Child Protection activities at local and district level ensuring appropriate coordination with other sectors
* Facilitate in conducting the base/end lines studies.
* Integrate the CP into other sectors to ensure the child protection is mainstreamed as cross cutting into other areas of interventions.
* Supervises the Child Protection Monitors /Facilitators on a regular basis, ensuring that activities are implemented in an appropriate manner
* Provides Child Protection Manager with detailed information regarding activities on a weekly basis
* Is responsible for the proper design and monitoring of weekly/monthly work plans and execute accordingly,
* Assist the field teams in working with children to develop new, creative activities as appropriate
* Supports trainers and at times carries out training for Community Mobilizers and Community Volunteers

KNOWLEDGE, SKILLS AND ABILITIES:

* Hold Master Degree in Social Sciences or equivalent with minimum three years’ experience of managing CP projects.
* Well organized and ability to work independently with minimal supervision, to assess priorities and competently manage a variety of activities with a high level of accuracy.
* Excellent technical writing skills and ability to write technical reports.
* Strong interpersonal skills, project reporting & Documentation, Community Liaison, analysis and judgment capacity and Ability to frequently travel in field.
* Computer Skills: Strong Functional grip on MS-Word, Excel & PowerPoint.
* Personal Abilities: Flexibility, ability to adjust to new environment, ability to work under pressure and to respond quickly, natural flare for learning and improvement.
* Creativity / Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
* Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
* Lead: Positively influence others to achieve results that are in the best interest of the organization.
* Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

The interested candidates may email their CVs, on procurementsho.sp@gmail.com by mentioning “CP Officer” in the subject line. The due date of receiving the CVs is February 15, 2024. The CVs received after the due date will not be considered.