

## JOB PROFILE

**Job Title:** Programme Manager – Child Protection  
**Place of Work:** Islamabad  
**Line management responsibility:** YES  
**Budget Responsibility:** YES  
**Child Protection Level:** 3  
**Name & Signatures :**  
**Date :**

**Name of Manager & Signatures:**  
**Date :**

### Job Summary

The Programme Manager Child Protection is to work in a programme management and technical role providing direction to the country programme team in general and to the Child Protection team in particular including line management of the Child Protection team. The incumbent will support the organisation's mission, goal and objectives in bringing positive and lasting change into the lives of the most vulnerable children to ensure improved situation of child rights and their protection in Pakistan.

The Programme Manager - CP will be responsible for programme management and development, networking and advocacy which will contribute effectively to lasting progress towards achieving SC-UK objectives set out for the thematic area of child protection in Pakistan, within the framework of SC-UK's Vision, Mission, Goals, and other relevant corporate policy documents.

These activities are likely to include:

- Management of the child protection programme team.
- Develop high quality programmes and fundraise
- Manage child protection projects and partnerships.
- Advocacy at the local, district, provincial, national and international level, on Child Protection issues.

### Key accountabilities

#### **Functional Responsibilities**

##### **1. Programme development and Fundraising**

1.1 To map potential donors for child protection, develop linkages and contacts with them.

- 1.2 Write high quality proposals and concept notes and ensure effective liaison with donors for them.
- 1.3 Look for innovative programmes which have the potential of up-scaling, and which can be used as a model for advocacy
- 1.4 Assist the Head of Programmes in implementing a fundraising strategy for SC-UK in Pakistan, and engage in fundraising for the child protection theme.
- 1.5 Participate in the programme development forum activities and provide input into overall programme development.

## **2. Networking and Advocacy**

- 2.2 Develop/roll-out advocacy strategy
- 2.3 Develop effective functional networks with other actors working for the furtherance of children's rights, in order to mobilise support for advocacy activities to further enrich our research initiatives, identify potential partners and funding opportunities.
- 2.4 Represent SC-UK before the Government and its departments, partner organisations, donors and the public, as well as within the wider organisation, as appropriate for experience sharing and raising the profile of the organization
- 2.5 Liaise with government officials and be in frequent contact with ministries and relevant officials for purposes of policy advocacy
- 2.6 Initiate and provide input for policy research, which will serve as a tool for advocacy at various levels.

## **3. Programme planning and implementation**

- 3.1 To roll out the Thematic Programme Plan (TPP) of the child protection thematic area, and involving, among others, programme staff and other members of the Senior Leadership Team (SLT).
- 3.2 Identify and develop project-specific relationships with partner organisations and support the Head of Programmes in ensuring technical best practise and quality in all child protection projects.
- 3.3 Contribute to the ongoing review of the Country Strategy and alignment with the strategic planning tools.
- 3.4 Actively seek the guidance of the Effective Programming team to ensure that all newly developed project proposals include appropriate monitoring and impact assessment mechanisms and tools.
- 3.5 Seek formal and informal technical expertise from the other thematic managers and senior colleagues in discussing initial plans, concept notes, project proposals and reports, and in requesting them to provide support to specific projects through field visits, as a project's objectives and activities usually contribute to the realisation of more than one TPP.
- 3.6 Facilitate in the rolling out of the Child-Protection policy/Child Safeguarding policy or any other interventions globally or locally to all staff.
- 3.7 For the approved funds and grants, develop partnership with local partners.
- 3.8 Take responsibility for managing the partnership in line with the agreement in place.
- 3.9 Provide technical back stopping to the partner, regularly visit the field, do process monitoring and provide feedback to partners. Ensure all the objectives along with indicators as outlined in the project proposal are met while ensuring high quality.
- 3.10 Take full responsibility of the respective budgets assigned. Prepare budgets in the FBS and regularly update them and ensure quarterly budget variance remains within tolerance level.

## **4. Effective programming:**

- 4.1 Include SC UK's approach to child participation in all programme work, wherever practicable, and seek to develop and incorporate child-friendly methodologies to promote child participation in programme planning.
- 4.2 Apply in all programme work and wherever practicable, SC UK's organisation-wide approaches to effective programming, presently identified as child- rights based programming, diversity / non-discrimination, children as stakeholders, impact assessment, and organisational learning.

## 5. Others

- 5.1 As part of the Senior Programme Team, contribute, as appropriate, to corporate debates on policy, practice and strategy.
- 5.2 Participate as appropriate in assessments and responses in the case of humanitarian emergencies.
- 5.3 Provide formal technical expertise to country programmes in the Region, ideally according to a schedule agreed in advance.
- 5.4 Provide formal and informal technical expertise to the other thematic managers, and the Head of Programmes.

### General:

1. Attend team meetings and weekly briefing sessions as appropriate.
2. Attend training/learning opportunities as agreed with the Head of Programmes and HR Manager.
3. Will be available and responsible for rapid onset emergency response work

This Job Description is subject to revision by mutual consent between the post holder and the management and will be used as a reference document in performance review process.

In the event of disciplinary action being considered, reference will be made to this job description.

### Working contacts

**Internal:** All Pakistan Programme Staff, Regional and UK office

**External:** Media agencies, Government organisations, Donor organisations, Partner Organisations and civil society organisations.

### Knowledge, skills & experience requirements:

- Minimum 05 years of experience in designing interventions for children at a senior level management position in an INGO/NGO; proven management skills. An in-depth understanding of development issues pertaining to children
- Post-graduate degree in social sciences or related discipline
- Ability to manage a strong team, provide leadership and build capacity within the team.

- Strong knowledge of grant and budget management
- Strong external orientation, knowledge of donors and other funding agencies.
- Excellent writing skills and ability to write high quality project proposals and reports.
- Experience in implementing programme interventions based on rights perspective.
- Knowledge of Laws, jurisprudence and policy making mechanism is highly desirable.
- Strong focus on delivery of result and ability to overcome hurdles.
- Experience of working with local partners; ability to work closely with local partners and to foster a strong partnership management approach
- Problem solving ability, diplomatic skills and cultural and political sensitivity.
- Rich experience in advocacy at local, provincial and national level by working on and with communities, NGOs, donors.
- Proficient in Ms Excel , MS Word, Outlook, Power point etc
- Strong analytical, interpersonal, communication, negotiating and networking skills.
- Ability to work independently as well as in team with a commitment to high quality work.
- Proven organisational skills and ability to maintain administration systems and processes
- Willingness to travel extensively.

### **Child Protection - level 3**

**Level 3 – the responsibilities of the post require you to work directly with children or young people, individually or in groups.**

#### **Declaration**

I, ..... certify that I have read and understood this job description and I pledge to respect it along with the laws of this country, the SC\_UK Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.

NOTE: This document is subject to revision.