



BUREAU
INTERNATIONAL
DES DROITS DES ENFANTS

INTERNATIONAL
BUREAU
FOR CHILDREN'S RIGHTS

OFICINA
INTERNACIONAL DE
LOS DERECHOS DEL NIÑO

المكتب الدولي لحقوق الطفل

Founded in 1994, the International Bureau for children's rights - "the Bureau" or "the IBCR" - is an international non-governmental organization. Its mission is to contribute to the respect and promotion of the rights of the Child, in accordance with the commitments prescribed by the Convention on the Rights of the Child (CRC) and its Optional Protocols, through the strengthening of Child protection systems and the capacity-building of the actors who work directly with children.

TECHNICAL COORDINATOR
CAPACITY BUILDING OF MOLSAMD CHILD PROTECTION SECRETARIAT (CPS) AND DEVELOPMENT OF
NATIONAL POLICY FOR CHILD IN AFGHANISTAN
AUGUST 2019

Mandate:

Under the supervision of the expertise and international development coordinator and in close collaboration with the child protection specialist and team leader, who are established in Montreal, the technical coordinator is responsible for the day-to-day management of the project in Afghanistan. The project will start in July 2019 and will last until April 2020. The person will be recruited as a consultant for a period of 7 months, on a full-time basis.

Responsibilities, tasks and functions:

A. Programming Component

Programs: he/she supports the proper implementation of the project

- Contribute to the development of a child protection policy and guidelines in collaboration with the child protection specialist and the colleagues concerned.
- Support the development of a capacity building plan and tools as well as monitoring and reporting of child protection on the field.
- Participate and facilitate consultations and bilateral meetings with relevant institutions and partners and conduct interviews with experts.
- Ensure the respect of the operational planning for the project with the child protection specialist
- Support the implementation of the project (achievement of objectives, respect the timetables of activity, quality of deliverables, respect of work plans) according to the principles of results-based management and the procedures of the IBCR and its donor partners.
- Participate to the data collection phase by the technical team (child protection specialist and team leader) and to the establishment of the methodology and collaborate with the database analyst for the analysis of the data collected.

- In coordination with the team leader and child protection specialist, produce the internal reports regarding the project activities as well as relevant workplans before sending them to the expertise and international development coordinator for advice and consolidation.
- Organize and facilitate the Steering Committee meetings and follow-up and be responsible for drawing up the minutes of the meetings.
- Alert the child protection specialist in the case of major issues regarding the implementation of the project and propose the necessary adjustments proactively to ensure that the results and the objectives of the project are achieved.

Representation, communication and advocacy: he/she represents the organisation with partners, donors, and local authorities.

- Establish and maintain a strong line of communication between the IBCR and institutional partners in Afghanistan.
- Lead, organize, and facilitate steering committee meetings on behalf of the IBCR as well as other relevant technical platforms relevant for the implementation of the project.
- Ensure a regular and quality contact with local authorities and the donor of the project (MOLSAM and UNICEF) in conjunction with the team leader.
- Engage in advocacy towards local authorities and the donor and do monitoring to ensure that the convening of the workshops and relevant meetings are made in accordance to the work plan and agenda.
- Ensure optimum sharing of information between Head office and the field and participate in Skype meetings, field meetings and workshops and events of the projects in Afghanistan as requested.

Technical follow-up: he/she ensures that the technical practices respect the institutional standards of the IBCR

- Ensure the application of IBCR's institutional norms and standards through the whole project and the data collection phase.
- Validate the technical choices proposed by the database analyst.
- Ensure that learning initiatives and child protection principles are fully integrated and operational during the whole project.

B. Administrative component

Logistics and administrative aspects: he/she ensures that the logistical and administrative procedures comply with the IBCR regulations and the donor regulations.

- Coordinate the workshops and technical sessions including the preparation of logistics, the invitations, agendas and follow-up with the partners and the authorities.
- Be responsible for the preparation of logistics for all the missions of the IBCR staff in Kabul and support administrative aspects of the field visits.
- On request of his manager, perform any other task related to his skills and the proper functioning of the Office.

Security: he/she is responsible of/for the security of the IBCR team, property, equipment and actions of the IBCR in Afghanistan.

- Monitor the security context, disseminate security information, inform staff of the security situation and take the necessary steps to ensure the highest level of safety and security for staff (employees, visitors, and consultants), goods, equipment and IBCR actions on the ground.

Required profile

Prerequisite :

- Master/graduate degree in project management, international relations, law or social sciences.
- Minimum of four (4) years of experience in program management, administrative support and in the implementation of multi-year projects of great magnitude in the country or in the sub-region concerned.
- Previous experience in development of capacity-building tools and strategies.
- Previous experience in data collection processes or evaluations with participatory component.
- Previous experience in working with Government entities an asset.
- Knowledge of the child protection system and Afghan institutions, or in other countries of the region.
- Organizational skills, ability to federate actors of different horizons around a common cause; experience in networking, advocacy, animation of working groups.
- Mastery of Dari; Excellent skills of written and oral communication in English
- Team leader and proactive
- Spirit of initiative, autonomy, excellent interpersonal relations, ability to work in a multicultural environment.

*****Availability to enter as soon as August 2019*****

Strengths:

- Previous work with UN agencies
- Previous experience in child protection projects
- Previous experience in capacity-building projects

Working conditions:

The applicant will be contracted as long-term consultancy and shall be available full time for this project. It is a local post, non-family duty station. The person who will occupy the position will be based in Kaboul and must be able to work remotely and from home, with regular communication with the Head office in Montreal. No accommodation nor working material or equipment will be supported by the IBCR.

The consultant will be responsible for using its own personal equipment and tools to accomplish this mandate.

How to Apply:

If you are interested in this position, please send your curriculum vitae with a letter of motivation as well as specific information on your status allowing you to reside and work in the country concerned by e-mail to rh@ibcr.org .

Send your application by clearly indicating in the title “**Technical coordinator** capacity-building of the child protection system and national policy in Afghanistan”

Must be included in your application:

- A curriculum vitae;
- A motivation letter describing how the professional qualifications and experience of the candidate(e) respond to the position description;
- Full contact details of three recent references;
- Fees expectations
- The recruitment form to download directly on our Internet site: <http://www.ibcr.org>

Please send your file to our human resources team by e-mail at: rh@ibcr.org, or by fax to: +1.514.932.9453.

Applications must be sent before 10 August 2019, 5 PM, Montreal time

The International bureau for children’s rights will communicate with you if your application is successful.