



JOB DESCRIPTION

| | |
|--|--|
| Function : Project Officer or equivalent | Name of the position : Team leader |
|--|--|

General description of the position:

This position is under the administrative management of NGO Open Gate/La Strada but the chosen candidate will be working under Terre des hommes' operational management in Greece.

The main purpose of the position is to carry out efficient monitoring and surveillance of the migration situation in country, and, in time of deployment, to manage the mobile CFS team composed of social workers, interpreters, drivers and handymen.

The Team Leader is responsible for the provision of CFS services and activities, including psycho-social support, case management, recreational activities, information point, mother and baby activities for children in need of protection and their families, which include unaccompanied or separated children, if at risk and/or exposed to violence, neglect, exploitation, early marriage, trafficking or sexual and gender based violence.

Key responsibilities :

Child Protection

- Promote, and ensure project activities are on line with, child protection principles
- Ensure the project activities are integrated in the Greek child protection system and humanitarian coordination practices and guidelines
- Identify and propose trainings for her/his team related to child protection principles and best practices
- Report serious cases of abuse on children identified by the project team to the management team. Strict confidentiality must be respected.

Monitoring and surveillance

- Constant follow up and report about
 - the legal framework and change in national legislation about migration issues
 - legal pathways for unaccompanied minors (UAMs)
 - statistics, data, figures and any information concerning migration flows, entrance and transit in countries

-public opinion vis-à-vis migrants/refugees and potential impact it may have on national policies

- Continuous analysis and updates about migrants/refugees needs in country and potential gaps in responding these needs

Development and supervision of a case management response for refugee children in need of protection in target locations

- Ensure the CP case management system implemented by Tdh's field team is consistent with, aligned and where possible interlinked with existing CP system in Macedonia and adheres to the main inter-agency standard operating procedures in case management and documentation
- Ensure initial and refresh trainings of caseworkers on the case management system put in place
- Provide daily guidance on case management activities to the caseworkers in location, in accordance with the standard tools and procedures
- Ensure that case management steps, documentation and referrals are happening in timely and quality manner
- Regularly update the mapping of specialized services for children and develop and maintain referral pathways allowing children in need of protection to access services
- Ensure monitoring system and tools are in place for the follow-up of all CM activities and cases
- Ensure appropriate information management protocol is in place, particularly in terms of confidentiality of data

Supervision of psychosocial support activities for children, adolescents, caregivers and camp communities

- Assess the psychological, social and emotional well-being of children and adolescents in locations
- Under the supervision of the PM, define a PSS strategy in accordance with the needs identified and Tdh's existing tools and guidelines
- Supervise and coordinate the installation CFS and mother and baby areas in the locations
- Supervise the child friendly spaces and other PSS activities in locations aiming at improving the well –being and strengthen the resilience of refugee children and their families
- Provide daily guidance on PSS activities to PSS and CFS workers in accordance with the standard tools and procedures
- Ensure that mental health and psychological problems are identified, registered and cared for in timely and quality manner, though referrals when appropriate
- Ensure referral pathways are identified and agreed upon with relevant actors (MHPSS actors on site and out of site) and provide support to field teams in the coordination of referrals and follow up process
- Facilitate community mobilization and ownership for community-based self-help
- Ensure monitoring system and tools are in place for the follow-up of all PSS activities and cases

RH management

- Provide appropriate training, mentoring, coaching and capacity building of the team under her/his responsibility
- Organize team meetings and provide weekly program update and staff planning
- Follow up staff attendances, leaves and provide monthly attendance sheets to her/his manager to facilitate payroll process
- Ensure regular feedback to the staff under her/his responsibility and appraisal process when needed
- Support disciplinary measures application if needed

Project management

- Ensure regular communication with the PM about updates, achievements and challenges through regular meetings, reports and ad hoc communication upon request and needs
- Organize evaluation process of the project activities for lessons learned exercise and reporting purposes
- Support the PM with updating the work plan and following up the activities' budget
- Assess the project activities for lessons learned exercise and reporting purposes.

Coordination and representation

- Work in close collaboration and maintain good relations with Tdh in Greece, Tdh in Budapest, Tdh in Albania and the other partner organizations in Bulgaria/Hungary/Macedonia.
- Represent Tdh project in forums and meetings held at location or regional level in her/his field of expertise
- Develop a network to facilitate the project acceptance and stake holder's contribution and ownership.

Other

- Agree to comply with Tdh Code of Conduct and ensures Child Safeguarding standards are upheld.
- Adhere to and ensure the team under her/his responsibility follows Tdh administrative and logistical regulations and procedures.

Job requirements:

Knowledge :

Professional diploma or University degree in politics, law, human rights, social work, psychiatry or psychology or other related fields

At least 3 years' experience working in child protection

Basic IT knowledge (Microsoft Office, Internet)

Previous experience with Tdh or another child protection organization is desirable

Previous experience in emergency response is appreciated

Very good knowledge of key child protection issues and best practices

Very good knowledge of child protection system in country



Skills :

This position requires the control of basic personnel, social and leadership skills, as well as technical, organizational and methodological competences.

Required qualities: proactive, autonomous, rigorous, organized, good communication and interpersonal skills.

To have a valid driving license is an asset.

Languages:

In addition to mother tongue Macedonian

Fluent in English

Knowledge of Arabic, Farsi or Kurdish is an asset.

The interested candidates should submit their application (CV and motivation letter) in English to: lastrada@lastrada.org.mk ; by 15.09.2016, 17:00 hrs.