

JOB VACANCY
Child Protection Coordinator (Albania)

Terre des hommes Mission in Albania and Kosovo is seeking to recruit a Child Protection Coordinator based in Tirana, Albania.

The Child Protection Coordinator will be in charge of for the overall coordination and quality implementation of the activities aimed at raising awareness, knowledge, skills and fostering collaboration between professionals, community members, children and parents on child protection issues. S/he will be responsible for the facilitation and support for the delivery of the third in-service Child Protection Course for professionals coordinated by Tdh. S/he reports to the Programme Officer on Child Protection and engages in planning, organizing, implementing and reporting of the project activities under his/her responsibility.

General information about Terre des hommes, Albania and Kosovo

Terre des hommes Mission in Albania and Kosovo is a non-profit making organization that has been operating for over 15 years in the field of child rights and child protection, leading the establishment and strengthening of a national child protection system in Albania and Kosovo. Terre des hommes' area of expertise ranges from direct psycho-social interventions with vulnerable children and their family and community members, to empowerment of local, regional and national level governmental institutions and key stakeholders through capacity-building and on-the-job training in order to develop and implement proper child-sensitive structures, policies, standards and procedures. Terre des hommes has also worked to mainstream child rights and child protection issues in the social policies and strategies of the Central government through lobbying and advocacy work.

ESSENTIAL JOB FUNCTIONS:

- Ensure all project activities are implemented on a timely and quality manner in accordance with Tdh programme standards and in full compliance with all donor requirements as specified in projects contracts.
- Develop and maintain plan of activities in collaboration with the project team and reports on regular basis about the performance of the projects.
- Coordinate, support and provide trainings, coaching, on-job mentoring sessions and peer-learning activities for MDT-s and CPU-s for effective implementation of the existing case management tools.
- Coordinate, support and implement psychosocial activities based on the Movement, Games and Sports methodology.
- Serve as a contact person for all communications related to project activities with, external experts, other stakeholders and ensures that collaboration with partners is smooth and managed, including the signing of agreements with all designated partners of the project as necessary.
- Regularly compiles project reports as per agreed reporting schedule and the format of reporting, based on M&E system designed and overseen by Tdh M&E Specialist;
- Ensure quality and timely delivery of the CP in-service curriculum for CP professionals based on agreed formats and timelines,
- Coordinate with training participants on regular basis and provide them all the necessary information and materials related to the course
- Ensure all logistical and financial support for the quality conduct of the course is in place through collaborating with the finance and logistics departments.

Qualifications and experiences

- University degree in Social Sciences or Law is required
- Strong knowledge in child rights and child protection issues
- At least 3 years of working experience in project coordination and implementation, preferably with a child rights organization.
- Very strong planning and organizing skills
- Ability to work independently with little direction from others as necessary
- Good communication, negotiation and conflict resolution skills, flexible world view and emotional maturity
- Fluent speaking and very good writing skills in English and Albanian

Duration of the contract: 1 year with possibility of extension.

The titular will conduct his/ her duties in respect of the Child Protection Policy and the Convention of the Rights of the Child subscribed by Terre des hommes.

CONTACT: *Interested applicants should submit a CV and a cover letter by Tuesday, 5th January 2016 to info@tdhalbania.org.* Duration of the contract: open.

**** Please note only shortlisted candidates will be contacted**