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| **Job Title:** Child Protection Project Manager | **Reports to:** Head of Education, Child Protection & Youth |
| **Department:** Program | **Salary Grade:** 9 |
| **Project:** CTWWC (Child Protection) | **Country/Location**: Haiti/ Les Cayes |
| **Internal Link:** [**Click here to apply**](https://forms.office.com/r/8xex9nyjjq) | **External Link:** [**Click here to apply**](https://forms.office.com/r/bCcfApQqE5) |

***\*This position is contingent on funding and donor approval. Anticipated start date is October 1st, 2024.***

**About Changing the Way We Care (for Haiti):**

In Haiti, CRS is implementing Changing the Way We Care (CTWWC), a global initiative to promote safe, nurturing families for children from residential institutions and children at-risk of family separation. This work involves coordination among a variety of government and non-government stakeholders at the national and regional levels to advance childcare reform and strengthen families. CRS is also working to support the capacity strengthening and organizational development of Haiti NGOs inclusive of training, on-the-job coaching, and accompaniment. Activities include reforming national systems of care for children and young people; supporting separated families with reunification and reintegration; developing alternative family and community-based care systems; closing harmful residential institutions; and calling for funders to divest from supporting institutions for children and young people and redirect their funding to alternatives that strengthen communities and keep families together.

**Job Summary:**

You will manage, coordinate and monitor project activities and relationships with project partners and other stakeholders to assist in the achievement of the objectives of the CTWWC initiative, Chanje Jan N Ede (CHANJE) Haitian creole-adapted name. Your skills in project management and your knowledge of the Child Protection field and partner strengthening will enable the Haiti Country Program to implement high-quality programs and continuously work to improve the impact of its programs.

**Roles and Key Responsibilities:**

* You will lead technical, budget management, monitoring and reporting activities of CHANJE through most of the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices.
* Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
* Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues, report them to inform adjustments to plans and implementation schedules.
* Engage and strengthen partnerships relevant to CHANJE, applying appropriate application of partnership concepts, tools and approaches.
* Understand the wider CTWWC learning agenda and assist to provide Haiti learning to that agenda.
* Represent the organization with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors for Child Protection.
* Coordinate activities required for ensuring the financial, material and human resources for the quality implementation of the project. Conduct periodic budget reviews and follow-up with partners on timely submission of financial reports to facilitate proper tracking of resource use.
* Identify staff capacity needs and technical assistance needs of partner organizations and contribute to capacity strengthening and required interventions to support quality project implementation.
* Maintain communication and collaborative relationships with IBESR Sud to ensure its support and link with government policies in the field of Child Protection
* Ensures that learning is shared to build IBESR capacity
* Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements.
* Lead engagement with CRS and CTWWC Global/HQ team members, representing the team in key global coordination and collaboration activities.

**Basic Qualifications:**

* Bachelor’s degree in Social Work, Project Management from an accredited program or university required. Master’s degree in international relations or in related field would be a plus.
* Minimum of 5 years of work experience in field of child protection, in particular with children's residential centers and on the issue of separated/unaccompanied children or in a related field.
* At least 3 years of experience in a similar position and in an unstable environment (emergency, security).
* Experience in project management in the field of Child Protection (support for family reunification or integration into the community (children and young adults (with or without disabilities) from orphanages), support for families at risk of child abandonment, trafficking in persons) highly desired.
* Experience working with partner organizations (orphanages, IBESR, MAST, MSPP, MENFP, CBOs, Catholic or other institutions, etc.).
* Minimum 3 years of experience in case management.
* Demonstrate strong capacity in project activities management and monitoring (planning, implementation, monitoring, etc.).
* Experience in the use of MS Office software (Excel, Word, PowerPoint), online conferencing applications, information management systems.

***Required Languages*** - Creole and French required, good knowledge of English preferred.

***Travel***- position is based in Les Cayes and will require field visits within the South department. Must be willing to travel up to 40%.

***Knowledge, Skills and Abilities***

* Critical thinking and creative problem-solving skills with ability to make sound judgment.
* Strong relationship management skills and the ability to work effectively with local stakeholders. Representation abilities.
* Ability to contribute to written reports
* Proactive, results-oriented, and service-oriented
* Attention to details, accuracy and timeliness in executing assigned responsibilities

**Preferred Qualifications**

* Staff supervision experience.
* Experience working with stakeholders at various levels and strengthening community partnerships.
* Ability to contribute to the development of technical proposals, a plus.
* Experience analyzing data and contributing to evaluation reports.
* Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

**Agency REDI Competencies (for all CRS Staff):**

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

* **Personal Accountability** – Consistently takes responsibility for one’s own actions.
* **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
* **Builds and Maintains Trust** - Shows consistency between words and actions.
* **Collaborates with Others** – Works effectively in intercultural and diverse teams.
* **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

**Agency Leadership Competencies:**

* **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
* **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
* **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

**Supervision:** 2 Social Workers, 1 Capacity Building Officer.

**Internal:** CTWWC global team, Head of Program, Head of Education & Child Protection, Colleagues in the Operations Department, Colleagues in other programmatic areas, Senior MEAL Officer

**External:** Government entities (IBESR, MAST, MSPP, MENFP, Town Halls), local CBOs and other local institutions (Church or not), community members, project participants, etc.

**CTWWC Core Values:**

***Child-focused***.  Children always come first in our work.  We place the rights and needs of children and their safety, protection, and well-being and the center of everything we do.

***Accountable***.  We take responsibility for our actions when carrying out our programs, exercising great care in the use of our resources and seeking to deploy them to maximum effect, always considering the consequences and impact on children.

***Transformative***.  We support change to create a positive and sustainable difference to the lives of children, and transformation that brings lasting benefits.

***Inclusive***.  We aim to ensure access to opportunities for everyone. We endeavor to operate in open and honest ways in both our internal and external relationships, developing and delivering flexible approaches that address the needs of all.  We involve young people both in matters that affect them and in our advocacy activities.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS’ processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*Disclaimer:  This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.**

**CRS is an Equal Opportunity Employer**