

Assignment / Terms of Reference

Protection officer

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| Position description | |
| Object | Protection officer to join PCPM team in Akkar Area - Lebanon. |
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| Project background | The Polish Center for International Aid (PCPM) with the funding from the Lebanon Humanitarian fund (LHF) is in the process of implementing a humanitarian project in Akkar area- Northern Lebanon. The project aims at enhancing food safety, shelter and wash conditions of the most vulnerable families in specific villages in Wadi Khaled, Sahel Akkar and Jord Qateh. This objective will be ensured through a multilayered multi-sectoral assistance program that prioritises vulnerable families with older persons and individuals with specific needs, chronic illnesses or facing protection issues. Protection related activities packed under awareness campaigns and case management referral (including CP/GBV) are planned in cooperation with Sub-IP to comprehensively address complex needs of the beneficiaries and complement PCPM's distributions. |
| Aim of this assignment | <p>The Protection Officer will be responsible for leading and coordinating efforts to mainstream gender perspectives and protection principles into the PCPM's programs, procedures and implementations, including capacity building activities for staff.</p> <p>The Protection officer will be working PCPM staff, PCPM Implementing Partner, community key members, relevant stakeholders and the Protection Sector lead in the area of intervention to ensure the safety, dignity, and rights of vulnerable populations, with a particular focus on gender mainstreaming, gender equality, gender-based violence (GBV) and other protection concerns.</p> <p>The protection officer will provide guidance and oversee protection activities implemented by PCPM's partner (awareness campaigns, case management referral including CP/GBV while adopting a capacity-building approach).</p> |
| Geographical scope of the assignment | Akkar, Northern Lebanon Area including but not limited to Wadi Khaled, Sahel Akkar and Jord Qateh areas, with offices in Kobayat, Akkar. |
| Key Responsibilities | <p>The Protection officer will:</p> <ul style="list-style-type: none"> - Support in outreaching and identifying specific needs in the field (especially vulnerable families with older persons and individuals with specific needs, chronic illnesses or facing protection issues) and ensure following the referral pathways between partners to recommend cases for additional care. - Work on ensuring an effective gender-integrated humanitarian response for PCPM. Identify GEWE needs and mobilize resources to ensure gender equality. Promote safety and dignity while addressing the needs of different groups. - Follow-up through the referral mechanism on vulnerable groups and persons of concerns in need for protection and case management (GBV survivors, persons with specific needs, children and elderly at risk etc.) in coordination with partners and in compliance to PCPM's guidelines and best-practices. |

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| | <ul style="list-style-type: none"> - Support team members to ensure that visits in the field are conducted by PCPM staff with the highest professionalism, with respect to PCPM's Code of Conduct and with attention to protection and gender considerations. Train field team on sensitivity to protection issues. - Conduct regular protection analysis, assessments and field visits to collect data and identify key protection risks. - Ensure implementation of PSEA procedures. - Manage information desk during distribution. - Manage incoming complaints and process them according to the complaint mechanisms. - Coordinate with the Protection sector to ensure a thorough follow-up, complementarity of the implemented activities while avoiding duplication of assistance as well as referral of families in need of assistance (through RIMS, RAIS etc.). - Represent PCPM at meetings and Working Groups when requested by the line manager (including PSEA network meeting) and ensure that the organisation's perspectives and experiences are effectively communicated. - Closely support the Implementing Partner by overseeing protection-related activities, such as awareness campaigns and case management referrals (including Child Protection and Gender-Based Violence) while ensuring that capacity is effectively strengthened. - Support the liaison officer in fostering relationships with local communities and stakeholders to build trust and ensure the effective delivery of protection and gender-related services. - Advocate for the rights and needs of vulnerable groups, at field level and ensure support for the awareness campaigns planned under the project. - Respond to all helpline calls promptly and professionally and listen actively and empathetically to callers' concerns, feedbacks and complaints. - Ensure proper documentation and management of the calls received and refer callers to appropriate services when needed. - Perform all tasks related to AAP & Safeguarding. |
| Outputs / Deliverables | <p>The protection officer will be responsible for:</p> <ul style="list-style-type: none"> - Preparing and submitting timely reports on protection incidents, trends, and responses, ensuring confidentiality and accuracy. - Preparing and reviewing materials for technical support and training to PCPM and implementing partner's staff on protection related topics. - Support the MEAL officers in developing monitoring tools to evaluate the effectiveness of gender mainstreaming and protection efforts and adjust strategies as necessary. - Report on capacity building activities conducted for the implementing partner including discussions, observations/analysis, challenges, success stories, recommendations, and plans. - Document all reports, meeting minutes, workshops, complaints and field visits using the appropriate tools. |

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| | <ul style="list-style-type: none"> - Monitor and report on referral outcomes to assess the effectiveness of the referral process and PCPM's feedback mechanism. |
| Coordination | <p>Throughout his/her assignment:</p> <ul style="list-style-type: none"> - The protection officer will coordinate his tasks with the project coordinator and MEAL officer. |
| Minimum qualifications | <p><u>Education and professional Experience:</u></p> <ul style="list-style-type: none"> - At least a bachelor's degree in social work or other related field. - At least 3-4 years working in Protection-related fields with NGOs. - Strong knowledge of PSEA, GBV and other protection and gender topics. - Strong knowledge of different referral pathways/ mechanisms/ systems and reporting systems (RAIS, RIMS, activity info, etc.). - Experience in facilitating training programs and shadowing capacity building activities. - Strong written and verbal communication skills and fluency in both English and Arabic languages. - Proficiency in Microsoft Office Suite, especially Excel, Word and Powerpoint. <p><u>Competencies:</u></p> <ul style="list-style-type: none"> - Reliability, confidentiality, data protection and respect for the privacy of the beneficiaries: fulfilling obligations in a highly responsible manner. - Self-control and maintaining composure. - Attention to detail, proper information management and archiving. - Tolerance and adaptability. |

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| Terms and Conditions | |
| Period of the assignment and allocated budget | <p>8 months</p> <p>Monthly remuneration: 1400 USD</p> |
| Location of the Assignment | Akkar, Northern Lebanon Area |