

# JOB PROFILE

How to Apply for this Job

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## Background on Tearfund

**Who we are:** We are a Christian organisation partnering with the local church wherever possible to see a change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment, and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental, and spiritual. See: Tearfund's [Theology of Mission](#)

**Our vision:** To see people freed from poverty, living transformed lives, and reaching their God-given potential

**Our mission:** We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

**Our values:** We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

*Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8*

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## Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact [recruitment@tearfund.org](mailto:recruitment@tearfund.org).

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

## Job Profile

<b>Job Title</b>	Protection Coordinator
<b>Group</b>	IG
<b>Team</b>	ECA-Ethiopia
<b>Location</b>	Assosa, Benishangul-Gumuz Regional State, Ethiopia
<b>Responsible to</b>	Gender and Advocacy Coordinator

### Part 1 – Job description

#### 1. The main purpose of the job

The Protection Coordinator (PC) will manage the GBV prevention, mitigation, and response activities of the project. PC will support and guide project implementation at the field level. The Protection Coordinator will ensure the target communities are equipped through frontline service providers training, and awareness raising to prevent and mitigate GBV risks to severely vulnerable women, and girls (IDPs, returnees, and host communities), and community engagement to support GBV survivors and other vulnerable groups access wholistic survivor-centred services. The PC facilitates strengthening referral pathways in the Begi district; capacity strengthening of service providers; and provision of lifesaving services. He/She will be responsible for conducting community-based training and ensure Tearfund's community-based protection mechanism and Transforming Masculinities(TM) approach are put into action.

#### 2. Position in organisation

- Grade: 4
- Reports to: Gender and Advocacy Coordinator
- Direct reports: Social Worker

#### 3. Tearfund's Christian culture

We believe that prayer and discernment are fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member, you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values, and Beliefs statement and to be actively working and living by Tearfund's Christian beliefs and theology of mission
- Maintain your spiritual development, discover your gifts/callings, and grow in discipleship

#### 4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development, and maintain an awareness of Tearfund's strategy.

- All Tearfund staff share the responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

## 5. Scope of job

The post holder is responsible for protection activities in the west wollega zone, Begi district. The post holder works both for Tearfund and its joint implementing partner Ethiopia Positive Action Development. Therefore it requires close collaboration with all project technical teams which are based in the field and head office.

## 6. Duties & Key Responsibilities

### 6.1 Project management

- Overall management of the project including undertaking technical and administrative tasks
- Strengthen quality case management service delivery to vulnerable women & girls and GBV survivors in collaboration with the Bureau of Women and Children affaire ( BoWCA)
- Coordinate the set-up and strengthening of Women and Girls friendly space
- Coordinate the services to women and adolescent girls including through women & girls friendly spaces and community-based structures
- Provide Psycho-social support by using the Journey to healing approach
- Facilitate capacity-building training for government stakeholders and service providers
- Facilitate and Conduct Transforming Masculinity, Case management, and Journey to Healing training for Social workers and government partners in project implementation areas.
- Ensure the implementation of protection and GBV activities as per the timeframe.
- Contribute to and facilitate a program of results-based protection programming through a consultative process with sector and/or cluster partners.
- Ensure gender, age, and diversity issues are analysed and updated regularly to respond to beneficiaries' needs in our area of operation in Begi
- Proactively exchange learning and synergy with all involved stakeholders.
- Drafts relevant sections of reports required for donors, management, and Annual reports.
- Attend a regional Protection cluster meeting and update the protection situation for the regional protection cluster.
- Carry out additional duties within his/her level of skills and experience ordered by his/her manager.

### 6.2 . Coordination and representation

- Liaise and guide the coordination and harmonisation with Positive Action Development.
- Closely coordinate and support BoWCA (Bureau of Women and Children Affairs) to mitigate the GBV risks.
- Build strategic alliances with other key actors externally to advocate Against Gender-Based Violence and Protection within the area
- Represent Tearfund in external and internal platforms including Zonal humanitarian cluster meetings.
- Analyse the security situation in the project area and provide information to Tearfund safety and security focal points regularly.
- Ensure the project team complies with the safety and security regulations.
- Attend Sectoral coordination at the zonal level
- Contribute to 5w reporting and share learning/needs assessment with relevant sectoral clusters.

### 6.3 Office Coordination

- Manage Assosa Field Office.
- Manage human capital and Tearfund assets at Begi and Assosa field office

## Part 2 – Person specification

### Job title: Protection Coordinator

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum BSc/BA in the fields of, Psychology, Gender Studies, Sociology, Social Anthropology, Social Works, social science, and related fields</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum 3 years and above experience working for humanitarian organisations of which at least one year in protection programming with a particular focus in gender-based violence prevention and response.</li> <li>Experience in the implementation of protection particularly Gender-based violence projects in an emergency setting.</li> <li>Experience of establishing and implementing Case Management and referral systems.</li> <li>Experience designing and implementing integrated approaches and GBV</li> <li>Technical knowledge of inter-agency Gender-based violence guidelines, Gender-based violence case management principles and procedures</li> <li>Experience in training, facilitation, and community mobilisation.</li> <li>Experience in project monitoring and report writing</li> <li>Sound understanding and application of SPHERE, Core Humanitarian Standard, and Red Cross Codes of Conduct.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in project management within humanitarian projects</li> <li>Experience working in hardship environments.</li> <li>Knowledge of the culture, norms, beliefs, and geographical areas of the target zone is an asset.</li> <li>Experience of working at the work location is a plus</li> <li>INGO experience is preferable.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Good communication and interpersonal skills</li> <li>Documentation management and ability to use project management tools</li> <li>Time management skills with the ability to meet deadlines</li> <li>Accountability &amp; responsiveness within areas of responsibilities</li> <li>Ability to safeguard the well-being of children and adults at risk</li> <li>Good computer skills (MS Office, Google Suite)</li> <li>Oral and written fluency in English, Afaan Oromo, and Amharic.</li> </ul>	<ul style="list-style-type: none"> <li>High level of interpersonal skills with the ability to work across cultures and religions</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Committed Christian with a personal relationship with God</li> <li>Committed to Tearfund's Mission, Values, and Beliefs</li> <li>Able to maintain personal integrity and confidentiality.</li> <li>Commitment to diversity and inclusion of gender and disability.</li> <li>Demonstrates sensitivity and skills in working cross-culturally.</li> <li>Target-driven and result-oriented.</li> <li>Strong commitment and compassion towards the target community</li> </ul>	
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>Regular travel across cluster countries is a requirement</li> <li>All roles require a DBS/Police check</li> <li>Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> <li>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		