|  |
| --- |
| **TITLE:**  **Senior Humanitarian Advisor (CPAoR)/** Child Protection Area of Responsibility (AoR) Global Information Management Senior Advisor |
| **TEAM/PROGRAMME:** Centre Humanitarian Team (seconded to the Global CP AOR) | **LOCATION:** UK (London or Remote) or any existing Save the Children International Regional or Country office worldwide.   |
| **GRADE**: C; Mid-Senior Level | **CONTRACT LENGTH:** 24 months (starting from 15 March 2024) |
| **CHILD SAFEGUARDING:** Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** ***Note****: This position holds the designation of Senior Advisor within Save the Children’s internal organisational framework. When seconded to UNICEF, the incumbent will assume the title of Child Protection Area of Responsibility (CP AoR) Information Management Officer.* Save the Children, in partnership with the Global Child Protection Area of Responsibility (CP AoR), is hiring a Case Management IM Senior Advisor, to support and embed project activities and tools within country-level child protection coordination groups and case management task forces and to leverage analysis to inform coordination of humanitarian responses, including strategic decision-making, planning and advocacy. The Global CP AoR’s mandate, under UNICEF as the Cluster Lead Agency for Child Protection, is to provide regular leadership, guidance, and technical support to inter-agency child protection (CP) coordination groups across more than 25 humanitarian contexts, ensuring well-coordinated and quality responses. To this end, the Global CP AoR and country coordination groups lead on and contribute to inter-agency situation monitoring and needs analysis, strategic planning, response monitoring, and advocacy among other core functions — all of which involve inter-agency case management coordination. During 2023, UNICEF and UNHCR led a process on behalf of the Alliance for Child Protection in Humanitarian Action to define categories for child protection risks, and vulnerabilities. While UNICEF will lead the incorporation of data categories into the updated set of global case management (CM) forms, StC, in coordination with the Case Management IM Senior Advisor, will support the process of rolling out, adapting, and aligning data categories in light of what is already used in-country. The Case Management IM Senior Advisor will then provide technical support and guidance on meaningful, useful data analysis to child protection case management actors, to identify trends, needs, and gaps. This will further support trend analysis not only at country level but also regional and global level. In addition, further work is needed to standardize costing for child protection in humanitarian action case management, to ensure funding asks more accurately and predictably reflect what it takes to address the nature and scale of child protection needs in humanitarian crises in line with minimum standards. Through this work, the Case Management IM Senior Advisor will not only assist with the application and adaptation of tools and project outputs at the response level but also contribute to data interpretation and trends analysis that will better inform situation and needs monitoring and analysis along with response planning and implementation. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| KEY AREAS OF ACCOUNTABILITY: **Support the rollout of project deliverables linked to data categorization and economic evaluation (50%)*** Support the development of a Data Categorization Workshop and training package as part of the activity group to ensure country linkages and feedback from CP AoR coordination groups
* Engage and be a member of technical interagency activity group leading on rollout of data categorization
* Support facilitation of face-to-face workshops and trainings across 5 responses together with StC IM4CM advisor, to review existing data categories and support alignment with the new categories and contextualization to meet specific needs in the response.
* Input into the process of development of tailored data visualization software and guidance on data interpretation in collaboration with UNHCR, in coordination with the Global CP AoR IM Specialist and Global Help Desk
* To work with the AME Working Group and UNHCR to ensure data categories are used to inform the development and application of child protection and relevant multisector assessment tools, in coordination with the Global CP AoR IM Specialist and Global Help Desk.
* Support the dissemination of case management cost analysis tools to support interagency program planning and Humanitarian Response Planning.
* Support Economic advisor from StC in conducting online consultations with the five case management coordination groups to introduce cost efficiency analysis.
* Support Economic advisor from StC to coordinate trainings on economic analysis in three responses and work with case management coordination groups to undertake cost effectiveness analysis.
* Ensure coordination and linkages to country coordination groups and CMTFs for the different activities at country level
* Contribute to national, regional and global discussions in technical fora on the fore mentioned activities.
* Development of analytical reports in order to define what we are learning about how to protect children in humanitarian crises through child protection case management.

**Contribute to strengthening the evidence-based analysis and linkages between the impact of humanitarian crises and the consequences and strategic identification of child protection risks*** Assist country-level CP coordination groups to adapt and/or develop appropriate tools for monitoring the situation of children using case management data (trends analysis, incident reporting, risks factors).
* Provide technical support to country-level CP coordination group members, including national and local actors, to improve the quality of child protection prevention measures and responses through stronger analysis and strategic use of case management data.
* Establish an analytical framework that is easily replicable/adaptable from one context to another, with key indicators based on the categorisation of case management data
* Develop visual tools (dashboards and fact sheets) to facilitate safe and ethical information sharing and dissemination of non-sensitive data – in line with global and country protocols – with other humanitarian actors and key stakeholders.
 |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS** * An advanced university degree (Master’s or higher) in information management, information systems, data science, statistics, or related field.
* Relevant professional experience in information management, data science, statistics, or related field.
* Demonstrable technical expertise managing data and information cycle: from data collection, storage, and analysis for diverse data sets, as well as presenting information in understandable, effective, and visually appealing tables, charts, graphs, maps, visuals and reports.
* Fluency in English. Additional fluency in French, Arabic and/or Spanish would be desired.
 |
| **EXPERIENCE AND SKILLS*** Comply with Save the Children and UNICEF policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
* Experience in delivering high quality humanitarian programmes and providing technical support.
* Strong experience in capacity building and mentoring
* Experience in child protection case management information management is essential.
* Experience in child protection cluster coordination management would be an advantage.
* Proven ability to work independently and deliver results.
* Excellent communication and facilitation skills.
* Research skills and resourcefulness.
* Ability to work under pressure.
 |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** Sazan Baban | **Date:** December 8th 2023 |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |