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| **JOB TITLE**: **Programme Manager (PSEA)**  **POST / CASE: SUD23002**  **JOB LEVEL**: **P4**  **REPORTS TO**: **Representative, D2**  **LOCATION**: **Port Sudan, Sudan** | JOB PROFLE NO.:  CCOG CODE:  FUNCTIONAL CODE: |
| **ORGANIZATION CONTEXT AND PURPOSE OF THE JOB**  The Programme Manager (PSEA) reports to the Representative, for guidance and general supervision. The purpose of this position is to enhance capacity of UNICEF and partners on Protection from Sexual Exploitation and Abuse (PSEA). Sexual Exploitation and Abuse by UN personnel is a protection failure and contradicts the core value of humanitarian work. UNICEF is committed to taking all necessary steps to prevent SEA of children by UNICEF staff and related personnel.  To fulfil this commitment, the Programme Manager (PSEA) will develop and implement UNICEF Sudan’s Office PSEA Action Plan which focuses on enhancing UNICEF and partners’ capacity to prevent and respond to SEA; supporting the country office in managing and coordinating SEA concerns and allegations, supporting partners to respond to the needs of SEA survivors and witnesses; providing technical guidance to senior management on SEA issues; support the implementation of community-based mechanism (CBCM); representing UNICEF in PSEA coordination forums including the PSEA Task force; and engaging and supporting local communities in PSEA efforts. | |
| **KEY ACCOUNTABILITIES AND DUTIES & TASKS**  *Within the delegated authority and under the given organizational set-up, the incumbent may be responsible for all or most of the following areas of major duties and key end results.*  1. Internal capacity building and technical support  2. Inter-agency response to SEA  3. Receiving SEA Allegations  4. Victim (Survivor) assistance  5. Information management  **Internal capacity building and technical support**  • Provide technical guidance in developing UNICEF Sudan PSEA Action Plan and monitoring of the implementation of the Action Plan in the Country and Field Offices  • Deliver induction and refresher PSEA trainings for all UNICEF staff including implementing  partners, contractors, consultants, volunteers etc. and support HR to ensure that all UNICEF staff  complete the PSEA online mandatory training  • Collaborate with HR to integrate PSEA tasks in Focal Points Job Descriptions   * PSEA manager oversees the national PSEA focal point, as applicable   • Support Human Resources/Management to ensure sustainability of implementation and follow up  on PSEA Action Plan  • Provide PSEA awareness sessions (initial or refresher) in all UNICEF field offices and provide  capacity building sessions on PSEA for UNICEF implementing partners  • Enhance capacity of UNICEF PSEA Focal Points to lead PSEA activities in their field offices.  **Inter-agency response to SEA**  • Participation in PSEA Task Force coordination meetings and events  • Work with the PSEA Task Force in taking forward actions including   * development of information sharing agreement on SEA; * development and implementation of a Community Based Complaints Mechanism (CBCM); * development of outreach and sensitization on SEA in the communities   • Provide technical guidance on training PSEA Focal Points and staff from other humanitarian  organizations, responding to complaints that arise, and developing interagency responses to problems  that become evident  • Liaise with the focal points in the UNCT in the implementation of the strategy of the Secretary-  General’s Bulletin on special measures for protection from sexual exploitation and sexual abuse  including the additonal directives of 2018 on PSEA  **Receiving SEA Allegations**  • Immediately refer victims/survivors to appropriate service providers so that they receive the  medical, psychosocial, legal and material support they may need- this is the first priority  • Upon request, assist the SCO to document and manage reported SEA allegations- including  referrals, and completing the SIR and UNICEF notification alert  • Ensure that all information pertaining to complaints is handled and referred strictly in line with  agreed protocols: the internal UNICEF Notification Alert and inter-agency information sharing procedure  agreed with the PSEA Task Force  • Ensure that information gathered on SEA allegation kept safe and confidential  **Victim (Survivor) assistance**  • In coordination with Programme Specialists responsible for GBV, ensure age-appropriate  assistance including psychosocial, medical, safety and legal services are provided to survivors of SEA via  established GBV referral mechanism and UNICEF policies on SEA response.  • In coordination with GBV / Programme Specialists, manage and monitor the quality of assistance and follow up provided to victims/survivors of SEA by UNICEF partners.  • Work with the Programme Specialist responsible for GBV and the Chief of Child Protection to define the modality for monitoring the assistance provided to child SEA victims by service providers (other than UNICEF implementing partners)  **Information management**  • Work with the Information Management Officer (IMO) for Child Protection to establish a  confidential data management system on SEA cases and case management  • Regularly manage, update SEA database and contribute to SCO PSEA quarterly progress report  • Update share drive for office staff to access PSEA policy and guidance material  • Community Engagement and Prevention  • Support community awareness and consultations to mitigate SEA risks and prevent SEA  • Identify opportunities across UNICEF programmes for community sensitization, risk assessment  and capacity building on SEA  • Respond to any circumstances that create risk and vulnerability for SEA, seeking to address  underlying risk factors  • Together with SBC, and in liaison with the PSEA Taskforce, develop awareness raising materials  for UNICEF, partners and communities including leaflets, brochures, and posters  • Support partners in implementing community-based complaint mechanism on PSEA in selected  Communities | |
| **IMPACT OF RESULTS:**  The strategic and effective advocacy, planning and formulation of PSEA activities and the achievement  of sustainable results, contributes to the achievement of goals and objectives to create a protective  environment for children against harm, all forms of violence and ensures their survival, development  and wellbeing in society. Achievements in PSEA projects in turn contributes to maintaining and  enhancing the credibility and ability of UNICEF to provide programme services for mothers and children  that promotes greater social equality in the country. | |
| **COMPETENCIES AND LEVEL OF PROFICIENCY REQUIRED**  **(Based on UNICEF Professional Competency Profiles)**  **Core Values**   * Care * Respect * Integrity * Trust * Accountability * Sustainability   **Core Competencies**   * Nurtures, Leads and Manages People (3) * Demonstrates Self Awareness and Ethical Awareness (3) * Works Collaboratively with others (3) * Builds and Maintains Partnerships (3) * Innovates and Embraces Change (3) * Thinks and Acts Strategically (3) * Drives to achieve impactful results (3) * Manages ambiguity and complexity (3)   **Functional Competencies**   * Analyzing (2) * Deciding and initiating action (2) * Persuading and influencing (2) | |
| **RECRUITMENT QUALIFICATIONS**   1. **Education**   An advanced University degree in human rights, health, psychology, sociology, social work or other  relevant field.  \*First university degree with additional two-years of relevant work experience is  acceptable in lieu of an advanced university degree   1. **Work Experience**  * A minimum of eight years of professional experience in designing, implementation and management of protection, GBV and PSEA, preferably with the UN and/or NGO. * Experience working in humanitarian contexts. Familiarity with the latest development in PSEA, inter-agency PSEA responses and humanitarian cluster systems. * Excellent communication skills * Proven ability to work independently under difficult conditions. * Excellent facilitation, training, networking and advocacy skills. * Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization * Experience in both development and humanitarian contexts is considered as an added advantage.  1. **Language Proficiency**   Fluency in English is required. Knowledge of Arabic is a strong asset. | |