



## Job Description

Position	Child Rights Program Manager	Grade	D2
Department & Location	Program /Country Office	Date	September 2016
Reports to (position):	Program Support Manager		
Purpose: How does this post support Plan's strategy and mission?	<p>Plan International is an independent development and humanitarian not for profit organization that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination and its girls who are most affected.</p> <p>Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.</p> <p>We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.</p> <p>We have been building powerful partnerships for children for over 75 years, and are now active in more than 70 countries.</p> <p>Plan vision is in which all children realise their potential in a world that respect people rights and dignity.</p> <p>Thus, the Child Rights Program Manager will support the mainstreaming of children/youth rights into programming including design, implementation, monitoring and evaluation of the projects/activities as well as during strategic planning.</p>		

### Dimensions of Role:

The post holder reports directly to the Program Support Manager (PSM) and support all programmes within Plan Rwanda as well as other Programmes Managers, Project Coordinators and field staff. S/he ensures that all programmes/projects are rights-based Child Centred Community Development. S/he supports the development of child rights

related grants proposals and budgets in collaboration with the PSM, the Grant Managers, other technical staff, with a budget in constant increase-current more than US\$ 8 millions. In addition, s/he assists the field officers in matters related to child rights through the Program and Project Coordinators.

The incumbent is a member of various thematic networks and participate to the development of various reports including media reports at country, regional and global levels.

#### Typical Responsibilities - Key End Results of Position:

- Assist the Program Support Manager in designing, implementing, monitoring and evaluation of child rights and advocacy related matters to insure that CCCD is embedded in programs
- With the support of PSM and the Resource mobilization Manager, design innovated projects and scale up them to increase local and external program income as well as to reach more vulnerable children/youth
- Collect, in collaboration with the Monitoring and Evaluation Manager, diverse data and evidence to raise advocacy issues
- Oversee Child Rights and Advocacy budgets and expenditures to ensure their alignment with the required standards and norms
- Ascertain that Human Right Based Approach and Child Centered Community Development (CCCD) are included in projects management, ensuring their mainstreaming in programming
- Contribute to the setting up in Plan Rwanda of required documentation, policies, procedures of Child rights including protection and CCCD to facilitate their references by staff and visitors
- Conduct training to staff, partner including communities and children/youth, and duty bearers in child rights and advocacy Page 1 of 4
- Facilitate the implementation of awareness raising campaigns to mitigate negative behavior of communities and stakeholders towards child rights promotion to contribute to the implementation of the CRC
- Produce briefings, reports and other Child rights and advocacy related data/information to show program progress and impact

- In collaboration with the PSM, liaise with other development organizations as well as the government to build partnership/alliances and come up with innovative and comprehensive interventions promoting the rights of children and advocacy
- Implement international, regional, national and local initiatives related to child rights and advocacy to influence policies and strategies within the country and improve Plan visibility.
- Indicators for success:
  - Effective learning system in place
  - Quality child rights and advocacy strategies in strategic documents
  - Plan is well represented in major child rights and advocacy forums, networks/platforms at national and community levels
  - Accurate alignment with Plan's child rights, advocacy strategies and program framework
  - Growth with quality (geographic and funds)
  - Child rights and advocacy related interventions are well documented, shared and supported by research and/or evaluations/studies
- Effective support to Program Units

#### Dealing with Problems:

The position involves a much degree of complexity:

S/he takes decisions such as the type and appropriate capacity building needed for different groups and also filter information to share at different level. Even though the incumbent duties are checked by his/her supervisor, an error of judgment in developing strategy or incorrect analysis of a specific situation could jeopardize Plan reputation within the country. In addition, there is consistent pressure of work from different levels of the organization and within communities.

Therefore, the post holder will demonstrate the ability to problem solving, thinking strategically while introducing new initiatives or strategy, and in communication and facilitation to meet the demands of a dynamic and sometimes unpredictable operating environment.

The post holder supports other Program Managers, Project/program Coordinators at PU in defining advocacy issues and in implementing child rights projects to ensure high quality and impact of interventions. This will encompass strengthening accountability, planning,

management, adherence to policies and procedures, and promoting a culture for delivery of results, both short and long term.

But s/he does not have financial approval authorization.

### Communications and Working Relationships:

*Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact*

Internal to Plan Rwanda (supervision, sharing; management of program; coaching)

- Work closely with Program Support Manager in term of programming and coordination of child rights and advocacy interventions – High
- Work closely with other Country Management team members, other Programme managers, program coordinators, and the Monitoring and Evaluation in designing comprehensive projects; and implementing campaigns - Medium
- Work with the communication person for media and publication on child right related matters - Medium
- Work with Program Unit Managers in supporting the implementation of projects - Medium
- Work with the resource mobilization staff in mobilizing diverse resources – Medium
- Support capacity building of frontline staff through Project/Program Coordinators- Medium
- External (sharing; learning; best practices; contribution to initiative/research...)
- Liaise with external stakeholders within the country and Plan regional and national offices on child rights and advocacy matters - Medium

### Knowledge, Skills, Behaviors, and Experience Required to Achieve Role's Objectives:

#### Skills specific to the post

- Good budgetary and financial skills
- Good analytical skills
- Development and use of training tools
- Good negotiation skills
- Ability to work under pressure and do multi tasks

- Excellent Communication verbal and writing skills
- Good skills in proposals development and projects reporting
- Computer knowledge- Microsoft word, excel, outlook

#### Behavior

- Good team player
- Highly effective networking and inter-personal skills,
- Timely and effective delivery
- Gain, develop and retain credibility about performance
- Commitment to child right and gender equality

#### Experience

- Master degree in social sciences, human rights, or related fields.
- At least 3 to 5 years practical experience working with NGOs in human/children rights, protection, or related programs at management level.

#### Knowledge /Competencies

- Good knowledge in human right based approach to development and CRC
- Demonstrate experience in developing strategies and designing program interventions, including monitoring and evaluation
- Demonstrate ability to assess best practice, document and disseminate lessons learned
- Ability to network at high-levels

Values: Respect, integrity, diversity, commitment to excellence, adaptability, able to perform under stress, innovation, building relationships, communicating effectively, facilitating change, developing teams, initiating action, strategic decision making, planning and organizing, leading through organizational vision and mission and a personal commitment to children/youth's rights issues

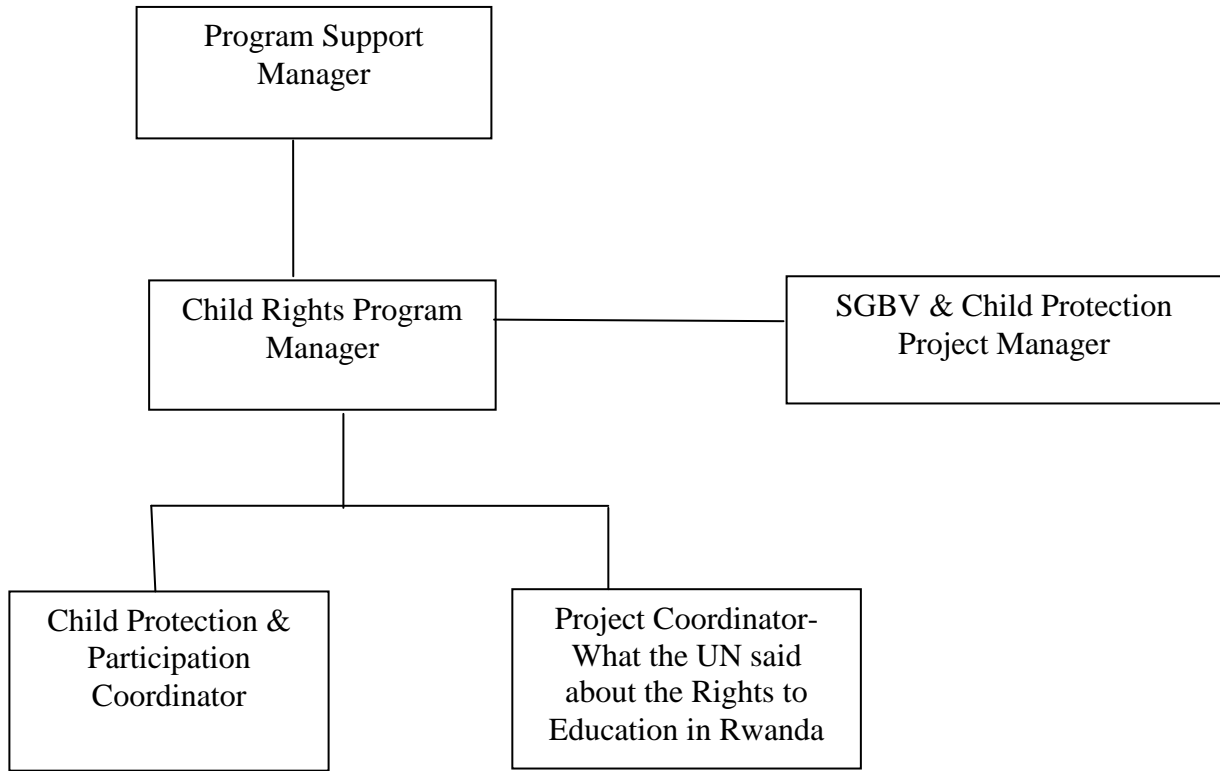
#### Physical Environment and Demands:

*Frequent travels within the country and especially to program areas and outside the country*

#### Level of Contact with Children:

**High level:** Frequent interaction with children in and outside schools

Please attach an organization chart of your department.



**Supervisor' signature:**

**Supervisee' signature**

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