Job Description

Position Title: Programme Officer
Duty Station: Jawalakhel, Lalitpur, Nepal with 15% field visits
Working Hours: Full Time
Duration: One Year (including a three-month probation period)
Working Hours: Full Time
Application Closing Date: 22 February 2022

Background

ChildSafeNet is a non-profit non-governmental organisation, established with a mission to make digital technology safer for children and young people. ChildSafeNet works with children, young people, parents, schools, colleges, government, the media, the private sector, NGOs and international organizations. We work to promote digital literacy and protect children and young people from online sexual abuse and exploitation, cyber-bullying, phishing.

Purpose

The Programme Officer, a key staff member of the organisation, will lead child online safety programme planning, development and implementation. Responsibilities of this position also include working with the government, civil society organisations, funding partners, private sector, children young people and other stakeholders.

Tasks and Responsibilities

Programme Development and Management
- Develop programme strategy for research, capacity building, awareness raising and advocacy
- Develop programme concepts and proposals
- Develop high quality funding proposals
- Ensure that programme activities are implemented effectively and in a timely manner
- Monitor and review programmes and projects and take corrective actions, as required
- Identify and assess the risks associated with the implementation of projects; develop mitigation measures and implement them
- Prepare and submit periodic reports to partners and funding organisations

Networking and Partnership
- Network and build relationships with government bodies, national/international organisations, media, child/youth/parents groups and private sector
- Explore, develop and strengthen partnership with relevant organisations and institutions at national and international levels
• Coordinate with civil society organisations, development partners, funding organisations, collaborators, consultants and other key stakeholders (from public and private sector)
• Ensure that organisation’s contractual obligations with partners, consultants and contractors are met in a timely manner

**Capacity Building**
• Conduct training needs assessments and training strategies
• Develop training modules on child online protection
• Conduct training sessions on child online protection for children, young people and parents
• Conduct capacity building activities for the government, law enforcement agencies and civil society organisations

**Awareness Raising**
• Develop cyber safety awareness raising strategy
• Plan and implement cyber safety awareness campaigns and events
• Supervise and provide guidance for development of awareness materials

**Line Management**
• Supervise programme staff
• Develop programme staff’s performance plans and periodically review progress
• Coach and mentor programme staff

**Miscellaneous**
• Represent ChildSafeNet in meetings, workshops and seminars at national and international levels
• Continue to learn and get updated on the matters related to child online protection
• Perform other duties as assigned by the supervisor to carry out project deliverables

**Qualifications and Person Specifications**

**Academic Qualification and Experience**
• Master’s degree, preferably in social sciences, child rights, human rights and communication
• Five years of experience in programme management, with at least two years of experience in the field of child rights and child protection (e.g., sexual abuse or violence against children, online safety and gender-based violence)

**Technical Knowledge on Child Protection**
• Excellent knowledge on child rights, child protection, protection of children online and gender issues in Nepal
• Good knowledge on online risks for children and young people, particularly on the emerging cybercrimes, such as, online sexual abuse and exploitation and cyber bullying
• Up-to-date with the current digital trends, popular internet-related services and applications used by children and young people

**Project Management**
• Experience in project management – planning, implementation, monitoring and reporting
• Experience in financial and budgetary management
• Understanding on requirements of funding organisations
• Skills to collect and analyse project progress data and incorporate them in reports
Communication

● Excellent writing skills in English and Nepali
● Excellent presentation skills in English and Nepali
● Ability to prepare high quality project proposals and donor reports
● Excellent report writing skills for preparation of monthly, quarterly and annual reports
● Ability to prepare press releases, blogs and website contents in English and Nepali
● Ability to prepare contracts and memorandums of understanding
● Ability to participate in panel discussions and media interviews
● Ability to communicate ideas in a clearly defined and persuasive manner

Capacity Building

● Proven track records in development capacity building strategies
● Experience in conducting training for children and young people, preferably with the use of child and young people-friendly methods, desirable
● Experience in building capacities of project staff and partners

Advocacy and Networking

● Experience in conducting social awareness campaigns, preferably including the use of social media
● Skills on stakeholders mapping and mobilization for broader benefit of the project
● Good skills in coordinating and facilitation of meetings with stakeholders

Research Studies (Desirable)

● Experience in conducting social research studies, particularly with children and young people and other sensitive issues, desirable
● Ability to analyse data and prepare research reports

Planning, Monitoring and Management

● Sound planning and organisational skills (including self-management and time-management)
● Excellent interpersonal skills and ability to build good rapport within and outside the team
● Good negotiation and problem-solving skills
● Ability to take own initiatives but also to work as a part of a team in a multicultural environment
● Ability to prepare plan, set priorities, multi-task and implement, meeting tight deadlines
● Knowledge on using results-based monitoring and evaluation tools, desirable
● Ability to develop project trackers to maintain up-to-date database on project progress

Other Personal Attributes

● A strong commitment and interest to the protection of children and young people online
● Ability to think analytically, strategically, critically, and outside the box
● Creativity, flexibility and attention to detail
● Sensitivity to gender, ethnicity and children and young people, including in difficult circumstances
● Willingness to learn and keep abreast of new developments in the field of cyber safety for children and young people
● Strong IT skills in using key applications, including MS Word, Excel, Outlook and PowerPoint

Salary and Benefits

Rs. 40,000 – 70,000 according to the skills and experience plus benefits as per the organisational rules
**Equal Opportunity**

ChildSafeNet is an equal-opportunity organisation, and the vacancy is open for all eligible applicants, regardless of gender, sexual orientation, expression, ethnicity and socio-economic background.

**Child Safeguarding**

The post-holder's work may include direct contact with children and young people, face-to-face or online. ChildSafeNet is committed to the protection of children and young people from abuse and exploitation. In order to ensure children and young people are safe, our selection process includes rigorous background checks.

**Application Process**

Interested applicants are requested to submit their application with a statement on how they can contribute to this role, a curriculum vitae, two recently published articles/reports and a recent photograph to info@childsafenet.org, by 22 February 2022, with "Programme Officer" as the subject, indicating the expected start date and salary expectation. Employment is conditional upon receipt of two references and a successful background check.