


POSITION DESCRIPTION

World Vision International Nepal

	Our Vision: Our Vision for every child, life in all its fullness. Our prayer for every heart, the will to make it so.
Our Values: <ul style="list-style-type: none"> ▪ We are committed to the poor ▪ We value people ▪ We are Christian 	<ul style="list-style-type: none"> ▪ We are partners ▪ We are responsive ▪ We are stewards
WORK CONTEXT/ BACKGROUND: World Vision International Nepal (WVIN) is a child-focused International NGO operating in Nepal for over 30 years, with over 200 staff working to help improve wellbeing for children across Nepal. Our goal is to address the causes of poverty and inequity for the sustained well-being of 1 million children. WVIN currently has over 16 area development programs in 11 districts of Nepal, directly reaching over 300,000 vulnerable persons with programming in education, health, livelihoods, disaster risk reduction, and protection. WVIN is implementing protection activities in a number of districts across Nepal. Protection is highlighted as one of WVIN's four major priorities, outlined in the Country Strategy 2016-20, with a particular focus on literacy and quality of learning outcomes.	

Key Position Information			
Job Title	Protection Manager		
Position Reports To	Programme Effectiveness Director		
Position Location	National Office, Kathmandu		
Position Purpose	<p>The purpose of this position is to provide leadership in designing and managing WVIN's national portfolio of protection related programming, to help ensure achievement of the organisational targets for protection, including a 20% reduction in the prevalence of harmful traditional practices among WVIN programming areas before 2020.</p> <p>The Protection Manager is the point person for Child Protection, ensuring compliance with child-safe organisational requirements, and will provide leadership for the Gender Equity and Social Inclusion function. The position includes managing the National GESI Coordinator and providing technical (matrix) management for the team of protection related field technical staff.</p> <p>The position is responsible for coordinating with Operations and MEALS teams to help ensure WVIN's Protection Technical Programme is implemented effectively, to a high technical standard. The role provides national technical oversight, learning and continuity across all protection projects including from sponsorship, grants and other non-sponsorship funding sources.</p> <p>This position is based in WVIN's national office in Kathmandu Valley, but will be required to travel regularly to WVIN's projects in various parts of the country (up to 30%).</p>		
No. Direct Report:	1 direct reports (National GESI Specialist) + 4-6 matrix reports (Area Technical Coordinators – Protection or Protection Officers)	Position Supervised	Nil.

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Grade	GL 15	Date updated:	July 2016
Financial Authority Budget	Sector departmental budget. (Also responsible for overseeing Protection TP budget)	Decision Making Authority	Sector Manager LOA.

Important Functional Relationships

External	Internal	Committees/Groups
<ul style="list-style-type: none"> • Relevant Government Departments • National, regional and global networks and partnerships • UN Agencies, INGOs, NGOs in the districts and nationally • International donors and private business / corporate • Research institutes 	<ul style="list-style-type: none"> • WVIN Area Development Programmes • WVIN Protection Area Technical Co-ordinators • WVIN NO Departments, especially Operations, MEALS, and Programme Effectiveness • WV South Asia and Pacific Office Specialists / Advisors • WV Global Centre Technical Specialist 	<ul style="list-style-type: none"> • AIN- Protection Working Group • Protection related Emergency Clusters and other inter-agency groups

Key Objectives of the Position

Specific regular tasks delivered by this position will include:

- Design of WVIN's Technical Approach (TA) and Technical Programmes (TP) for Protection (sector strategy and workplan), including Technical Programme budgets;
- Oversight and technical support to meet technical standards and targets for the successful implementation of WVIN's Technical Programme for Protection;
- Lead on the protection technical components of new project designs for new resource acquisition;
- Coordinate with Advocacy Manager to help develop and implement advocacy messages and actions to contribute towards achievement of WVINs Protection Programme target outcomes;
- Manage and grow WVIN's relationships with national protection related government bodies, networks and partners, exercising influence to improve policies/service and help achieve WVIN's advocacy target outcomes;
- Coordinate across the WVIN team of protection staff to ensure development and regular use of all necessary technical tools, training materials, curriculum, information materials, behavioural change communication and other resources needed implement the protection projects to expected standard;
- Coordinate across the WVIN team of protection staff to ensure training and capacity building for field staff as necessary to equip teams to deliver all components of the protection projects to ensure project targets achieved; and
- Coordinate with MEALS team to ensure adequate monitoring of the protection Programme progress against targets and quality standards, including leading on continuous improvement to Protection Technical Programme and project designs.

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Expected End Results	Weight (%)	Indicators / Focal Areas
Manage the technical programme	25%	<p>This role is about managing WVIN’s overall WV protection portfolio. This includes leading on the development of the national sector strategy and workplan, and having oversight of the national programmes’ performance throughout implementation across WVIN all Area Development Programmes. This includes recommending corrective action for operations to ensure the Protection Technical Programme targets meets objectives, and providing regular reporting on the overall progress and performance of the Protection Programme.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Leading on the design of WVIN’s Technical Approach (TA) and Technical Programmes (TP) for Protection, in coordination with Operations and MEALS, including facilitating the development of the overarching TP budget in coordination with Finance; • Provide national oversight for the technical programme as a portfolio; coordinate with MEALS to track the overall portfolio performance against KPIs, and provide recommendations to operations and field staff on corrective action when needed. • Draft and provide reports on the overall progress, performance and results of the Technical Programme. • Use and analyse results data to make continuous improvements to WVIN’s Protection Programme and projects. • Facilitate continuous improvement and achievement of results under the Protection Technical Programme, including working collaboratively with MEALS team to ensure an effective monitoring and evaluation system is implemented to track performance of the Technical Programme. • Ensure WVIN complies with WVI policies and guidelines for protection. • Work to help ensure protection project designs empower communities and mainstream crosscutting theme – inclusion, disabilities, environment, gender and protection. • Work with Operations and Disaster Management focal point to establish sector-specific organisational capacity building and preparation plans for effective immediate disaster response to meet immediate protection needs of communities.

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Contribute to resource acquisition for the Protection Programme	25%	<p>This role is about working collaboratively with the GAM unit to design projects and acquire new resources to implement the Technical Programme.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none">• Work with the GAM unit to develop a funding strategy for the TP.• Lead the technical components of project designs for new resource acquisition, working closely with the GAM unit to complete technical project design documentation.• Manage the GESI Coordinator to deliver technical supervision for all protection grant projects during implementation to help ensure targets and technical standards are met.• Engage with positioning and networking with bilateral and multilateral donors, including facilitating discussions around good practice for protection programming, including evidenced based information and research from WVIN programming.• Lead research (or co-ordinate with research institutions) and produce good practice and evidence-based reports for use with government, donors and within the WVI partnership.
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<p>Build and manage external partnerships to enhance WVIN's reputation, leverage resources and help achieve WVIN's target outcomes for Protection</p>	<p>20%</p>	<p>This role is about managing WVIN's relationships with government stakeholders in the protection sector, and advocating to those stakeholders for improved policies and services that benefit target communities in line with WVIN's strategic objectives.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Establish and implement external relationship management workplan for important protection agencies/government partners. • Build and manage WVIN's relationships with national protection related government bodies, networks and partners, influencing improvements to government policy/services, in line with WVIN's strategic objectives for protection. • Work with the Advocacy Manager to develop and implement sector-specific advocacy messages and actions, in line with WVIN's Protection Programme targets. • Manage the GESI Coordinator, and coordinate with the Advocacy Manager, to deliver support to field staff for local advocacy to influence government allocation of resources and protection services in target communities. • Work with GAM unit to help build consortium partnerships for new projects. • Work with Communications Team to develop results-based Protection materials for sharing with donors and government to position for resources and promote mutual learning. • Meet regularly with relevant Government ministry, departments and other agencies to coordinate, share good practice, develop good relationships and influence improvements in protection policies/services in line with WVIN Protection Programme goals. • Establish MOUs with relevant line agencies at national level to improve sustainability of WVIN's protection programmes. Coordinate across Area Programme Managers to establish MOUs with district protection authorities to support implementation of the TP.
<p>Build and ensure adequate technical capacity across WVIN to deliver/implement the Protection TP plans and ensuring compliance with child safe organisation guidelines</p>	<p>20%</p>	<p>This role is about providing oversight for the collective team of protection staff across WVIN area programmes, to make sure the field staff are equipped with the necessary technical tools, resources and skills to implement the Technical Programme.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Act as the Nepal lead point for Child Protection within World Vision; deliver all required national Child Protection reporting to a high standard. • Coordinate across Area Programmes to orient and ensure compliance with Child Protection standards, including ensuring functioning and effective child protection reporting systems. • Orient new staff on Child Protection and ensure compliance with child-safe organisation standards.

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		<ul style="list-style-type: none">• Manage field protection staff to ensure the development of and regular use of all necessary technical tools, training materials, training curriculum, information materials, behavioural change communication materials and other resources necessary to implement the Protection TP to expected standard.• Coordinate the design and delivery of adequate training and capacity building for field staff necessary to build field staff technical competencies for delivering all components of the protection projects to ensure project targets achieved.• Facilitate cross-area programme reflections and leading on continuous improvement to programme and project design and implementation.• Manage the GESI Coordinator to conduct staff technical capacity assessments, and develop capacity building and training plan for field staff.• Hold <u>monthly</u> 1-2h webexes or calls with all field Protection staff providing coaching, training and capacity building.• Hold regular monthly one-to-one coaching calls with all direct and maxtrix reports to provide capacity building, management support and technical performance tracking.• Lead protection sector learning across the organisation for internal and external use.
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Staff management	5%	<p>This role is about providing technical management for the overall team of protection staff across WVIN programmes, including the National GESI Coordinator, and the field Area Technical Coordinators – Protection.</p> <ul style="list-style-type: none"> • Matrix manage all technical protection staff at across WVIN including LPA and grant project staff. Ensure staffs have the skills, tools and plans in place necessary to deliver protection project on target and to high standard. • Provide strategic leadership for effective team engagement with internal and external stakeholders and partners. • Conduct monthly staff meetings and one-to-one sessions to provide regular coaching and mentoring with all protection technical staff across WVIN. • Contribute to recruitment and performance management of all technical staff for the sector. Monitor and manage their technical performance. • Ensure technically competent and motivated staff are hired and retained, and high-performers identified and nurtured. • Support technical professional and personal development of TP staff.
Professional personal development and other	5%	<ul style="list-style-type: none"> • Contribute to the development and implementation of the WVIN Country Strategy, Program Effectiveness plans and GAM Business Plans. • Increasingly demonstrate an understanding of and commitment to World Vision’s Core Values in the approach to work and relationships. • Develop and complete performance plans and reviews and work to achieve professional development goals and hone skills needed to complete this role. • Help coordinate sector related relief response or as a member of the National Disaster Management Team, if requested. • Other tasks as requested by the line manager to support the achievements and quality of programming for WVIN.

Person Specification		
Education	<ul style="list-style-type: none"> • Masters degree in an protection related field 	Essential
Knowledge	<ul style="list-style-type: none"> • Knowledge on the latest development thinking on protection programming, including life skills, system strengthening, advocacy, and inter-faith programming approaches 	Essential
	<ul style="list-style-type: none"> • Team building, collaboration, facilitation and leadership skills 	Essential
	<ul style="list-style-type: none"> • Understanding of protection programming, including empowerment approaches involving community-led activities and advocacy 	Essential

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	<ul style="list-style-type: none"> At least 5 years field experience in protection programming or the equivalent in the headquarters of a major NGO (5-10 years preferred) 	Essential
	<ul style="list-style-type: none"> Basic understanding program cycle including project planning, design, monitoring, evaluation 	Essential
	<ul style="list-style-type: none"> Demonstrated high level networking, partnership and coordination ability 	Essential
	<ul style="list-style-type: none"> Excellent analytical/problem-solving skills and detail orientation. 	Essential
	<ul style="list-style-type: none"> Good English writing skills required to develop Grant proposals, and reports capturing results, evidence, good practice and learning 	Essential
Experience	<ul style="list-style-type: none"> Experience in developing winning grant technical project proposals 	Preferred
	<ul style="list-style-type: none"> At least 3 years of leadership experience, (matrix management experience is highly preferred) 	Essential
	<ul style="list-style-type: none"> Proven experience in operations management 	Essential
	<ul style="list-style-type: none"> Experience and skills in data analysis, research work and community based programming 	Essential
	<ul style="list-style-type: none"> Experience working in a rural or remote district of Nepal 	Preferred
	<ul style="list-style-type: none"> Experience in preparing and leading training workshops 	Essential
	<ul style="list-style-type: none"> Work experience with an INGO/NGO 	Essential
	<ul style="list-style-type: none"> Experience in developing and delivering programming strategy development, including evidence of achieving programming targets. 	Essential
	<ul style="list-style-type: none"> Experience of engaging international donors and Government staff on advocacy 	Preferred
	<ul style="list-style-type: none"> Understanding and experience working with international government donors or corporate for funding of projects 	Preferred
	<ul style="list-style-type: none"> Experience of partnering with private business, faith-based organisation or academic institutions to achieve greater impact on the lives of children 	Preferred
	<ul style="list-style-type: none"> Experience in quality monitoring 	Preferred
Work Environment	<ul style="list-style-type: none"> Kathmandu with up to 30% based in remote districts 	
	<ul style="list-style-type: none"> Programme Design & Effectiveness Department 	

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Core Capabilities	
Achieving Capabilities:	<ul style="list-style-type: none"> • Achieving quality results and service • Practicing accountability and integrity • Communicating information effectively
Self-Managing Capabilities:	<ul style="list-style-type: none"> • Demonstrating Christ-centre life and work • Learning for growth and development • Maintaining work/life balance and effectiveness
Thinking Capabilities	<ul style="list-style-type: none"> • Thinking clearly, deeply and broadly • Understanding the Humanitarian Industry • Understanding World Vision’s mission and operations • Practicing innovation and creativity
Relational Capabilities:	<ul style="list-style-type: none"> • Building collaborative relationships • Practicing gender and cultural diversity • Influencing individuals and groups

Prepared by	Rachel Skeates-Millar, Programme Effectiveness Director	Date 29 July 2016
Manager		Date
Position Holder		Date
Date of Appointment		