

PROJECT ASSISTANT

*Safety for Children and their Rights OnLine (SCROL) Programme
based in Nairobi, Kenya*

full-time, for an initial period of one year with the possibility of an extension

Background

Terre des Hommes Netherlands (TdH NL) is an international non-governmental organisation committed to stopping child exploitation. Our mission is to protect children by preventing and stopping child exploitation, and by empowering children to make their voices count. Our vision is that children can flourish in a world free of all forms of exploitation.

In Africa, Terre des Hommes Netherlands works in Kenya, Uganda, Tanzania, Ethiopia and Madagascar. Our work is focused on preventing child exploitation in all its forms. As such we work with communities, government, private sector, civil society organisations and children themselves, at the centre, to address systemic and structural drivers that expose children to exploitation.

In 2022, Terre des Hommes Netherlands launched its 2023-2030 *Listen up!* Strategy with the aim of creating systemic change that addresses the root causes of child exploitation. We will achieve this by empowering children and their communities, connecting them with those who have power to enact change, engaging in lobby & advocacy campaigns, working with partners to build resilience of children, families and communities and utilising our knowledge and expertise to co-create sustainable, evidence-based solutions.

To realise our strategic ambition, we will work towards achieving four main outcomes outlined in our Theory of Change; 1). Children are empowered, have access to and utilise spaces where they feel safe and their voices are heard, 2). Communities address sociocultural norms and other factors leading to child exploitation, and put in place structures that support children, 3). Duty bearers actively create spaces where children can be heard and contribute to coordinated action that prevents and responds to exploitation of children, 4). Professional bodies, intergovernmental organisations and human rights accountability mechanisms ensure that duty bearers effectively fulfil their commitments and obligations to protect children from exploitation. Every plan we make and action we take in the next 7 years will uphold our core principles. Guided by our Theory of Change and new strategy, we believe that together, will create a better world where children can thrive and realise their full potential in societies free from all forms of exploitation.

About the SCROL Programme

Online Child Sexual Exploitation (OCSE) includes “*all acts of a sexually exploitative nature carried out against a child that have, at some stage, a connection to the online environment*”. OCSE and other forms of child exploitation are interwoven and often occur together. The goal of the SCROL programme is to contribute to the reduction of online facilitated forms of sexual exploitation of children at national levels in Cambodia, Kenya, Nepal and The Philippines.

The Safety for Children and their Rights OnLine programme (SCROL programme), was co-designed by TdH NL country teams and local partner organisations in early 2022. The voices of children in the four countries of implementation also informed the design. SCROL aims to create a safe environment for children by addressing the following elements: poor access to safe reporting mechanisms and adequate referrals, low capacity of law enforcement agencies, lack of delivery by the duty bearers, inadequate knowledge and responses at the community levels and other stakeholders including the private sector.

In this programme, Terre des Hommes Netherlands will collaborate with six local partners to address OCSE in the four diverse countries that are undergoing rapid changes in their social, economic and demographic development. In Kenya, TdH NL will work with one local partner to implement the programme in Kilifi, Kisumu, Nairobi and at national level for a duration of three years.

Objective of the position

Reporting to the Programme Officer, the Project Assistant will act as the point person for the coordination, communication, monitoring, reporting and liaison with the partner implementing the SCROL Programme in Kenya. He/she will be responsible for undertaking implementation of project activities assigned to Terre des Hommes Netherlands while supporting the partner in the implementation of the joint activities including identification and documentation of new trends and developments in online protection, lessons learnt, challenges and innovations during the implementation process. This position will be based in Nairobi with travel to the project sites.

Main Duties and Responsibilities:

1. **Support implementation of the SCROL programme in Kenya.**
 - Liaise with the implementing partner to ensure timely, efficient and effective implementation of the project.
 - Undertake planning, implementation and reporting of project activities in close collaboration and consultation with the partner in the project.
 - Undertake field monitoring visits in collaboration with the partner to the project sites.
 - Lead project review meetings and documentation of lessons learnt, challenges and new thinking in the project implementation.

- Maintain contacts with government agencies, private sector and other key stakeholders involved in online protection of children and act as a link between these actors and the SCROL project.
 - Ensure efficient use of project resources and that programme and finance commitments as per the partner contracts are being fulfilled.
 - Monitor the context of online protection and technological advancements as well as the child protection discourse in Kenya (specific focus on project sites) and provide feedback to the project implementation team and advice to the Country Manager and others as appropriate for decision making.
2. **Programme results for the partner and programme portfolio**
- Support and monitor the project partner through regular communications and programme field visits and ensure that programme and finance commitments as per partner contract are being fulfilled. Liaise with the Finance and Administration Manager regarding budgets and expenditure.
 - Ensure that all scheduled partner and programme reports such as progress and financial reports are delivered timely and that they are of good quality, according to Terre des Hommes Netherlands' standards.
 - Support the Marketing and Communication Officer at Regional Office with information and materials for marketing and communication, e.g. news items (case stories) and photos.
 - Inform relevant persons/organisations/institutions on support given to project partners, project activities and expected results.
 - Maintain the database and regularly update project documentation/ files for reference by all concerned.
 - Ensure that all the projects and reports are accurately uploaded, updated and tasks actioned in the TdH NL system (PRIMAS) in a timely manner.
3. **Capacity building of partners**
- Apply Terre des Hommes Netherlands' tools in Partner organisational assessments, M&E and capacity building initiatives.
 - Identify together with project partners areas for further improvement on management and/ or programme quality of project partner and define frameworks, procedures and indicators oriented towards improved organisational and project management.
 - Guide project partners, give direction so that they improve on quality of work, efficiency, effectiveness of the desired outputs and sustainability of results.
 - Safeguard project quality by maintaining an overview of supported projects and evaluating the quality of work and results.
 - Ensure that the project partner/s follows the terms and conditions of the signed partner contract; facilitate them to keep track of key factors in project management, implementation and monitoring of results.

Knowledge and experience

- B.A degree in a relevant field, such as development cooperation, child rights, etc.
- Minimum of three years of experience working in the development sector.
- Proven experience of working with local partners, engagement with government and private sector.
- Experience of writing, reviewing and analysing programmes and reports.
- Experience with Child Rights based programming is an advantage.
- Proven experience in capacity building of civil society organisations.
- Knowledge of and experience in project cycle management, including the use of logical framework, theory of change and other planning tools
- Understanding of project financial management
- Knowledge of the political, religious and social structures of the project sites
- Excellent writing and communication skills in English and Swahili

Competencies

- Shows initiative
- Able to plan and organise well
- Able to work in a team
- Able to set goals and achieve results in line with the goals set
- Able to communicate well, both verbally and in writing

Personal profile

- Exhibits composure and professionalism. Ability to represent TdH NL in Kenya to government officials, other NGOs, other external stakeholders in a self assured manner
- Excellent negotiating and communication skills both oral and written
- Ability to work under pressure and with limited supervision

How to Apply

Please send your motivation letter and curriculum vitae, quoting your expected remuneration by e-mail to: recruitment.africa@tdh.nl clearly demonstrating how you meet the qualifications for this position, no later than by **Friday 9th December, 2022 1700hrs (EAT)**. The application email subject should be: **SCROL Project Assistant, Kenya**. For more information about this position, you can contact us through the same email address.

Note that due to the expected large response, only shortlisted candidates will be contacted. The selection procedure will also include an assessment test, and checking of recent professional references.