

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Protection and Inclusion Specialist</b>
<b>LOCATION:</b>	Kibondo, Kigoma Region, North Western Tanzania
<b>RESPONSIBLE TO:</b>	Emergencies Programme Manager, Tanzania
<b>RESPONSIBLE FOR:</b>	Protection Coordinator, Protection Officers, Social Workers
<b>DURATION:</b>	One-year contract with possible extension, dependant on funding

### **BACKGROUND:**

HelpAge International is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working to promote the rights and meet the needs of older women and men, nationally and/or internationally.

Our long-term vision is to establish a global movement of strong connected age focused and older people led platforms in every country in the world. Only by collaborating together can we achieve a world in which all older people can lead dignified, active, healthy and secure lives. We aim to extend the reach and influence of the HelpAge Global Network to all those in a position to help bring about our vision for older people– including Governments, regional institutions, policy makers, development partners, the private sector, UN organisations and academic institutions.

### **JOB PURPOSE:**

Under the overall guidance, supervision and leadership of the Emergency Programme Manager, the Protection and Inclusion Specialist is responsible for strengthening protection programming within the Burundian Refugee response in North Western Tanzania. She/he provides technical expertise on protection of People with Specific Needs (PSNs), to ensure they access appropriate services and address barriers to their full access to the range of services provided in the camps. She/he will ensure production of regular context analysis updates on key protection trends among PSNs and contribute to programme development discussions, monitoring and feedback mechanisms. In addition, she/he will take a proactive stance to develop the capacity of national staff and volunteers working in the programme on issues of protection and will ensure that clear documentation, Standard Operational Procedures (SoPs) and protection manuals are developed and used by the staff.

### **JOB RESPONSIBILITIES:**

1. Support the implementation of HelpAge’s Protection Policy and global humanitarian protection mainstreaming standards within HelpAge’s mandate in the Burundian Refugee response programme.
2. Advocate for the protection of PSNs and influence the humanitarian community operating in the ongoing humanitarian response in North Western Tanzania.

3. Provide training, technical support, one to one coaching, support and coordination to HelpAge staff and partners focusing on protection of PSNs across north western Tanzania
4. Ensure age, gender and disability inclusion within the response
5. Develop protection mainstreaming tools and guidance and continually update protection mainstreaming action plans to ensure integration into overall programme and safe programming.
6. Develop tools for protection monitoring to ensure effective collection and analysis of qualitative and quantitative data relating to the protection environment, including physical safety and security, safe, dignified and equitable access to services
7. Strengthen the capacity of national and community-based protection actors/networks to assess, analyse and respond to protection needs.
8. Provide training, technical support and dialogue with humanitarian actors in Kigoma region to ensure that the specific protection needs and capacities of PSNs are understood and addressed including their participation in needs assessments, and strengthening access to basic services for PSNs
9. Work with emergency staff in the development of a protection and assistance framework for the programme
10. Carry out routine field assessment visits to identify protection risks, opportunities and propose remedial measures.
11. Ensure that lessons learned are documented and assimilated within programme for wider sharing internally and with other humanitarian actors.
12. Assist the Emergency Programme Manager in the development of project proposals and donor reports and contribute to monthly programme reports
13. In collaboration with field staff and communications team based in Dar, develop an effective behaviour change strategy and plan of action aimed at bringing about change in social and individual norms, attitudes, behaviours and practices related to PSN protection.
14. Support the production of regular context analysis updates on key protection trends among PSNs and contribute to programme development discussions.
15. Participate and/or represent HelpAge (as delegated/designated) in key coordination working groups meetings and in inter-agency discussions and planning on PSNs protection and related issues to ensure HelpAge's position, interests and priorities are clearly articulated and fully considered/integrated within the response

## **PERSON SPECIFICATION:**

### **Essential**

- Substantial experience managing protection programmes preferably in refugee operation including chronic complex emergencies
- Sound knowledge of protection instruments and international legal framework for protection
- Thorough understanding of the issues of marginalisation of vulnerable people in crises, primarily persons with specific needs (PSN)
- Awareness of the issues of protection of older people in crises and emergencies
- Demonstrable skills in designing and delivering skills training to different levels of participants
- Excellent representation and networking skills
- Excellent demonstrable skills in advocacy, negotiations and diplomacy including the ability to change and influence actors at all levels i.e. operational and national level
- Masters degree qualification in a relevant subject (e.g. humanitarian response, disaster management, protection, international laws etc)

- Excellent communication skills - written and verbal
- Proven experience of working with national and local government, and UN agencies
- Ability to work well within a team and contribute to capacity building on all levels
- Experience of working collaboratively with other INGOs
- Knowledge and experience of working in Africa
- Experience of work in remote areas with limited services
- Strong skills in programme development, management, evidence gathering and evaluation
- Fluent English (written and verbal), Knowledge of Swahili, French and– Kirundi, an advantage

**Desirable**

- Working knowledge of Tanzania
- Experience or working knowledge on ageing and issues and people with specific needs in emergencies