|  |  |
| --- | --- |
| **TITLE:**  ASRH Project Coordinator | |
| **TEAM/PROGRAMME:** Health and Nutrition | **LOCATION:** Kigali |
| **GRADE**: **3** | **CONTRACT LENGTH:** 8 months |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **GLOBAL ANTI-HARASSMENT**  We are committed to ensuring a safe working environment for all those who work for us and for all those who come into contact with our staff and representatives, including children and members of the communities with whom we work.  SCI takes a zero tolerance approach to sexual harassment and any other conduct that is discriminatory or disrespectful to others. | |
| **ROLE PURPOSE:**  ASRH Project coordinator will be responsible for effectively and efficiently planning, management and delivery of integrating ASRHR into refugee responses project components across refugee responses in Rwanda. S/he will coordinate ASRHR situational analyses, mentoring visits, and will facilitate the ToT and multi-sector workshops with participants from refugee responses in Kigali, Kiziba, Mahama, and Nyabiheke refugee locations.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | |
| **SCOPE OF ROLE:**  **Direct reports to:** Sr Health and Nutrition Coordinator  **Staff reporting to this post:** Only temporally enumerators for situational analysis. | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Technical responsibilities:**   * Manage communications between SC, UNHCR and other humanitarian and government partners in Rwanda to introduce ASRHR project, select, confirm and inform participants of TOT and multisectoral workshops. * Coordinate with UNHCR and SRH focal points to choose two settlements to conduct situational analyses, contact representatives, and confirm site visit dates; inform TOT participants of selected settlements for situational analyses. * Organize preparation calls for facilitators of multi-sector workshops, including youth representatives * Interact with MoH, MINEMA, and youth representatives to discuss participation in workshops * Convene coordination calls between Save the Children, UNHCR, and TOT participants at sub-national levels * Support to carry out situational analyses and prepare report with recommended action plan for the next steps to use for TOT workshop and to share with UNHCR and settlement stakeholders. * Facilitate orientation of enumerators prior to starting data collection for situational analyses and supervise their daily duties during data collection process. * Technically, assist in gathering and accurately recording responses on questionnaires/interviews by data enumerators. * Ensure the availability of venue, catering, and supplies for both TOT and multi-sector workshops. * Conduct follow-up field visits to monitor progress and provide mentorship support for selected refugee responses in Kigali, Kiziba, Mahama, and Nyabiheke refugee locations. * Consolidate situational analyses and final reports from workshops to share with UNHCR and youth representatives to co-design and conduct webinar event. * Participate in and or facilitate webinars with global ASRHR Community of Practice. * Any other duty assigned by the supervisor.   **Child Safeguarding:**   * Ensure the Save the Children’s Child Safeguarding Policy is integrated into all aspects of work. * Support implementation and various tasks linked with CSG awareness raising, investigation and reporting on CS cases and allegation. | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**   * Bachelor’s Degree in Nursing, Medicine, Midwifery, Health Sciences or related fields with experience in ASRHR programming. Post graduate training in either public health, Health Systems Strengthening, Community Health, Reproductive Health, Gender etc. will be of added advantage | |
| **EXPERIENCE AND SKILLS**  **Essential**   * At least 3 years’ progressive experience in ASRHR programming targeting adolescents and youth within humanitarian/international setting. * Excellent communication skills including ability to speak the local language fluently is a strong requirement. * Experience of working with local partners, camp management and District Local Government in ASRH, or Child Protection is an added advantage. * Experience of training partners in ASRH. * Good understanding of research ethics * Planning, organizing and negotiation skills * Willingness to travel in remote areas * Knowledge and field experience of IAWG ASRH toolkit, the Inter-Agency Field Manual on Reproductive Health in Humanitarian Settings, Family Planning and Comprehensive sexuality Education approaches highly desirable. * Experience in materials management, logistics, procurement, and/or other related fields. * Initiative, flexibility and ability to work independently as well as in a team * High levels of confidentially and integrity * Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures. * Computer literacy and excellent documentation skills. * Ability to establish and maintain conducive relations and perform effectively with partners.   **Desireable**   * Experience of training partners in ASRH. * Good understanding of research ethics * Computer literacy and excellent documentation skills. * Knowledge and field experience of IAWG ASRH toolkit, the Inter-Agency Field Manual on Reproductive Health in Humanitarian Settings, Family Planning and Comprehensive sexuality Education approaches highly desirable. | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |