

Job Position: Project Assistant

Publication date	17 January 2024
Contract	30 April 2024
Salary	Paid in local currency.
Reports to	Program Manager on Child Protection
Location	Tirana, Albania

Deadline for applications: 24 January 2024

BACKGROUND

Terre des hommes (Tdh) Mission in Albania is a non-profit making organization that has been operating for over 30 years in the field of child rights and child protection, leading the establishment and strengthening of a national child protection system in Albania. Tdh Albania is implementing programs in the field of migration and anti-trafficking, child protection and access to justice. While working with several partners at the national and local level to ensure qualitative reintegration services for returnees and promoting social inclusion of the most vulnerable communities. Tdh Albania works in close partnership with national and local stakeholders in advocacy, development, and implementation of models of service aiming to improve the wellbeing of vulnerable children, youth, and families.

ROLE DESCRIPTION

In the context of the emergency response to the Afghan population hosted in the Shengjin area, the consortium comprising Nisma, Tdh, and P&G in partnership with UNICEF is actively involved in executing the project titled *"Refugees, particularly children and women, have access to qualitative prevention and response services against abuse, violence, and neglect."* Funded by the Bureau of Population, Refugees, and Migration, the initiative is being carried out in Shengjin, Lezha Municipality.

The primary objective of this intervention is to provide psychosocial services, raise awareness about gender-based violence (GBV) and child protection, and enhance reporting mechanisms within the child protection system. Tdh is specifically responsible for delivering psychosocial activities tailored to children, youth, and adult, aiming to foster resilience, alleviate stress, create opportunities for socialization, conduct community engagement activities, and restore a sense of normalcy. Tdh is implementing age-appropriate, community-owned, and socially and culturally acceptable sessions with the beneficiaries. The intended outcomes include:

- 1) Providing children with opportunities for growth, development, learning, play, and resilience building.
- 2) Restoring a normal developmental path through the normalization of play activities.
- 3) Processing and reducing harmful levels of stress resulting from disruptive experiences.
- 4) Facilitating the learning and sharing of positive strategies to address difficulties through socialization with peers and adults in a supportive and supervised environment.
- 5) Gathering valuable information about personal safety.

- 6) Identifying and responding to specific threats for all children or specific groups, especially those with vulnerabilities.
- 7) Supporting children in accessing existing improved child-friendly spaces.
- 8) Engaging parents in edutainment activities and informative sessions.
- 9) Providing Mental Health and Psychosocial Support (MHPSS), and evidence-based interventions for children, youth, and parents.
- 10) Conducting psycho-educational and creative workshops tailored for each subgroup and carrying out satisfaction surveys to gauge the effectiveness of interventions.

Within the framework of this project, Terre des hommes Mission in Albania is seeking to recruit one Project Assistant, who is an integral member of the team. The Project Assistant will play a crucial role in supporting the implementation of this project, working closely with the field staff in the Safe Space in Shengjin, Lezha, and the Tdh Program Manager on Child Protection. This collaboration aims to ensure smooth execution, effective coordination, and the achievement of project objectives following specified guidelines and standards.

THE PURPOSE OF THE POSITION

The Project Assistant holds a crucial role in ensuring the timely and high-quality implementation of project activities, encompassing planning, coordination, and reporting within their designated scope. This role is fundamentally designed to contribute to the project's success by overseeing efficient implementation, collaborating strategically with stakeholders, coordinating activities for seamless execution, and meticulously managing documentation in strict adherence to financial and administrative procedures. By upholding these responsibilities, the Project Assistant plays an integral part in maintaining the project's adherence to specified guidelines and standards, ultimately contributing to its overall impact and success.

MAIN RESPONSIBILITIES

- Assist in coordinating and overseeing the implementation of the project, ensuring activities are executed according to the plan and within allocated resources.
- Collaborate closely with Tdh field staff in the Safe Space in Shengjin to develop project plans and timelines ensuring ongoing consultation with beneficiaries, especially children.
- Ensure the implementation of activities as planned, ensuring active participation and engagement of children, and create a safe environment where they feel free to express their abilities, talents, desires, fears, and concerns.
- Ensure that all activities are culturally sensitive and respectful of the traditions and values of the Afghan community members.
- Pay special attention to promoting gender equality in all activities and create an environment that encourages equal participation and opportunities for both boys and girls.
- Monitor behaviours, concerns, needs, and well-being of children and youth within Safe Space in Shengjin, Lezhe.
- Establish and maintain effective communication with key stakeholders in Lezha Municipality, including government authorities, local organizations, and community leaders.

- Establish a robust monitoring and evaluation system to track project progress, identify gaps, and measure the impact of interventions.
- Collaborate with local organizations, stakeholders, and community leaders to build partnerships and networks for enhancing community mobilization and psychosocial support activities.
- Identify needs, liaise with suppliers, and oversee the distribution and utilization of resources.
- Oversee project budgets and expenditures.
- Prepare timely and accurate reports on project activities, achievements, challenges, and lessons learned.
- Identify needs, liaising with suppliers, and overseeing the distribution and utilization of resources.

Other:

- Respect Global Code of Conducts, Child Protection Policy, and its protocol.
Any other duty as required by the supervisor.

PROFILE & PROFESSIONAL SKILLS:

- ✓ Bachelor's or master's degree in social work, Psychology, Community Development, or a related field.
- ✓ Experience in working with children, youth, and vulnerable populations.
- ✓ Previous experience in project coordination or related roles is preferred.
- ✓ Ability to navigate and respect diverse cultural practices and traditions.
- ✓ Demonstrated expertise in planning, organizing, and executing community mobilization initiatives.
- ✓ Knowledge of child protection principles and protocols.
- ✓ Strong interpersonal and communication skills.
- ✓ Very good knowledge of English language

TO APPLY:

Qualified applicants are encouraged to submit their CV and Motivation Letter in English to alb.hr@tdh.org

Please include "Project Assistant" in the subject line of the application email.

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

Due to an anticipated high number of applications, Tdh is not able to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.