

## 1.0 JOB DESCRIPTION

Position	Location:	Reports to	Hours of Work	Work with
Technical supervisor	PCDCR branches	Project coordinator Child protection program officer	15 hrs weekly	Project Coordinator Counselors

## 2.0 JOB PURPOSE

The objective of this position is to ensure technical quality of the PSS activities by guaranteeing adherence to agreed upon and relevant technical standards and criteria

## 3.0 JOB RESPONSIBILITIES, MAIN DUTIES

### 3.1 Core Responsibilities & Duties -

#### Responsibility No 1 : support in preparation and implementation of meetings and trainings

- Support the identification of the specialized and mainstream schools in need for psychosocial intervention
- Facilitate and coordinate the trainings for teachers , counselors and parents
- Support the development of the training kits on psychosocial aspects
- Initiate the TORs of the project technical activities
- Conducting individual meetings with related stakeholders to briefly present the idea of the workshop
- Carrying out supervision meetings including counselors and volunteers, are held on a monthly basis, and also when urgently required.
- Conduct monitoring visits for each technical activity

#### Responsibility No 2 : Leading the implementation of the psychosocial activities implementation

- Involved actively in planning , implementation and reporting of related activities.
- Provides direct support service to psychosocial support team , counselor , teacher , parents , consultants.
- Supervise the implementation of peer to peer support session and provide the relevant technical support
- Ensure proper implementation of the indoor and outdoor activities and supervise its implantation to be in line with PCDCR and HI standards
- Organize the recreational school open day with clear plans to enhance the overall well being of the school children

- Participate in case management meeting
- Conducting field visits to the locations of the activities to observe the performance of the teams
- Conducting Team supervision sessions
- Debrief and ventilate the stress they experienced and faced while implementing the project activities .
- Develop and design the necessary material for supervision and monitoring modules
- Monitor and evaluate the CwD,s progress and report to family and the team supervisor
- Participate in close coordination with HI technical focal point in identifying and planning for a monthly recreational activity
- Participate in close coordination with HI technical focal point in developing the psychosocial intervention methodology and tools
- Develop data based on the existing specialized services providers and develop the referral system and its tools

**Responsibility No . 3 : Follow up rewriting**

- Submit activity report the agreed deadline with the project coordinator
- Submit monthly and annual reports on his/ her related activities
- Completes written reports as needed or as requested by project coordinator

**Other duties as assigned :**

- Support project coordinator in developing network among protection stakeholders
- Contribute to have better knowledge and understanding on psychosocial needs in Gaza through regular need assessment , stakeholders mapping and regular update to project coordinator

**4.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)**

Education	Total work experience in any area (In Yrs)	Experience similar or related field (In Yrs)
bachelor degree in psychology, counseling or any related technical field	At least 4 years of experience	3 years' experience in counseling techniques

## Skills\Knowledge

### Essential:

- Strong technical skills
- An ability to deal appropriately with technical sensitive or difficult situations
- Capacity to write technical forms in well presented formats
- Strong communications skills (spoken and written)
- Well presented, friendly manner
- Team management skills
- Ability to interact with all levels of the project stakeholders (donor, project staff and technical staff)
- Ability to work effectively under pressure
- Full understanding of all project activities
- Initiative and commitment
- Good adherence to general project timeline

## 5.0 Job Standards

Strong Technical knowledge	Accurate and Precise feedback to Child Protection Officer and PCDCR Project team
Good interpersonal communication and the ability to deal with a wide range of people.	Capacity to develop technical tools , trainings and follow up its implementation
Flexibility and ability to work under pressure	Commitment to remain in support of the project during all project implementation period