

The Integrated Protection Coordinator (IPC) will provide overall strategic direction and management for the protection program and any arising emergency response in Northwest Syria (NWS) and Turkey. The Coordinator will work with the Senior Integrated Protection Coordinator, the Program Implementation and Quality Director and sector leads to implement integrated protection programming inclusive of Women's Protection and Empowerment, Child Protection and Protection and Rule of Law, directly and with partners.

Responsibilities:

Program Management, Technical Quality and Strategy

Provide leadership and overall technical and management oversight to the protection portfolio in NWS and Turkey in line with the country and sector strategy.

Develop/adapt and implement protection strategies that enhance capacity and deliver needs-based protection services.

Lead in the management of the protection team, including senior managers who are responsible for delivery of their respective pillars.

Working closely with other sector leads, ensure IRC's protection program reflects standards for good practices, quality, and innovation, and are responsive and adapted based on monitoring data to ensure implementation modalities remain context- and need-appropriate.

Ensure effective, collaborative protection partnerships that result in more effective, responsive and durable assistance that reaches more people.

Ensure that technical capacity strengthening support to partners effectively addresses their priority needs.

Coordinate with program sector leads, supply chain and finance staff to ensure timely payments, distributions and compliance for activities.

Ensure smooth management and integration of project work plans and budgets (budget forecasting, development of spending plans and budget follow-up), timely recruitment, partner support plans, and accurate reporting in line with IRC and

donor regulations.

Collaborate with Technical Unit advisors to ensure relevant support, tools and resources are being provided and integrated into programming.

Actively participate in all grant management meeting processes.

Work closely with IRC's advocacy and media teams, and the relevant Technical Units for the dissemination of monitoring findings and key messaging.

Program Development

Identify, monitor and report unmet needs. Explore the potential of the IRC to address those needs within the parameters of country strategy and sector priorities.

Expand IRC's Northwest Syria and Turkey integrated protection portfolio through development of concept notes and proposals.

Support identification of opportunities for integrated programming initiatives in support of service delivery and/or thought leadership with country program senior management, business development staff and technical advisors. Collaborate with Syrian partners on the identification of proposal development opportunities, and the design of new interventions.

Anticipate, plan and manage programmatic and structural transitions.

In collaboration with the MEAL team, support integrated protection staff to develop and use relevant monitoring tools and adapt them to context.

Support the development of business development skills and responsibility among the protection team.

Coordination and Representation

As needed and in coordination with other protection sector leads and country program management, represent IRC in inter-agency forums and discussions.

Regularly coordinate with internal program and operational stakeholders, and relevant Technical Advisors.

Participate in relevant working groups both within and outside of the UN cluster system.

Staff Performance Management, Learning & Development

Hire, supervise, and build the capacity of team members in relevant technical and management competencies.

Lead collaborative partner relationships focused on mutual learning and capacity building as well as technical guidance in areas of IRC expertise, including through recruitment, training/mentoring support and performance management.

Develop and implement remote management capacity building approaches to build the strengths of the teams in Syria.

Coach, train, supervise and mentor direct-report staff, including communicating clear expectations, setting annual performance objectives, providing regular and timely positive and constructive performance feedback, and providing documented semi-annual performance reviews.

Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions.

Approve and manage time, attendance and leave requests to ensure adequate departmental coverage; ensure monthly, accurate timesheet submission and carry out probationary reviews.

Hold high-quality meetings with each direct report on a regular and predictable basis, minimally on a monthly basis.

Provide a measurable development plan including on-the-job learning with the aim of strengthening technical capacity, exchanging knowledge within the team and providing guidance on career paths.

As required, identify staff performance issues and work with Human Resources to

document and address these in accordance with the National Staff Employment Policies.

Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions.

Promote and monitor staff care and well-being. Model healthy work-life balance practices.

Support appropriate interventions in response to identified staff care needs of both national and international staff.

Look for opportunities to support staff in their career growth, where appropriate. As part of succession plan and nationalization goals, identify, train and develop capability and capacity of national staff to successfully transition role and responsibilities, by the end of assignment.

Qualifications

Required Experience/qualification/Skills:

Bachelor of Arts or Bachelor of Science degree in related fields; Master of Arts or Master of Science is a plus.

At least 5 years of progressively responsible professional experience in the humanitarian/development sector, including specific experience in protection programming (inclusive of general protection, women's protection and empowerment and child protection).

Previous experience in an emergency or conflict-afflicted setting is required.

A minimum of 3 years program and team management experience in humanitarian setting.

Proven experience in implementing programs under grants, including high quality donor reporting and proposal development.

Experience of working successfully with local stakeholders such as local and international NGOs, government, etc.; experience working with the interagency coordination mechanism desirable.

Proven experience in designing and delivering capacity sharing activities.

Demonstrated experience using international human rights standards in protection.

Prior experience working in remote-management situations preferred.

Prior experience collaborating with and supporting local partner organizations.

Prior experience in Syria Crisis Response is preferred.

Demonstrated Skills and Competencies:

A commitment to IRC's mission, vision, values and IRC Way – Professional Code of Conduct.

Strong program/technical, proposal writing and budget management, presentation and verbal communication skills; planning, reporting, monitoring and evaluation skills.

Strong written and oral communication skills, effective in representation and liaison with external parties.

Ability to convey information effectively and solid experience providing training and staff development

Validated sense of professional discretion, integrity, and ability to handle complex situations diplomatically and to effective resolution.

Excellent management and interpersonal skills and a solid ability to promote harmonious/cohesive teamwork, in a cross-cultural context.

Validated ability to plan long-term, organize priorities and work under administrative

and programmatic pressures with detail orientation and professional patience.

Highly collaborative and resourceful; ability to establish positive working relationships with senior level management and all other partners to maximize cooperation and productivity.

Curiosity, a desire to continually learn and develop and a sense of humor is a must.

Analytical ability in creating effective solutions to complex matters while adhering to labor laws and internal policies.

Excellent computer skills and full professional competency in Microsoft Office, especially Word, Excel, Outlook and PowerPoint.

Language/Travel:

Professional fluency in spoken and written English is required, while Arabic and Turkish are desired.

Travel: 15% to field sites in Turkey as well as attending regional and global workshops and meetings.

Key Working Relationships:

Position Reports to: Senior Integrated Protection Coordinator

Position directly supervises: Senior Managers for Women Protection and Empowerment, Child Protection and Protection and Rule of Law, Protection Cluster Co-Lead, Information Management Officer

Indirect Reporting (If applicable): Technical Advisors, Program Implementation and Quality Director

Key Internal Contacts: Grants, Partnership and MEAL Departments, HR, Supply Chain, Finance, Health, Economic Recovery and Development, Early Childhood Development, Deputy Country Director, Country Director.

Key External Contacts: Working Groups, Cluster Bodies, peer and partner agencies, donors, authorities

The Deadline to Apply is the 20th of May2023.

Professional Standards: IRC staff must adhere to the values and principles outlined in IRC Way – Global Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, IRC operates and carries out policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti-Workplace Harassment, Respect at Work Fiscal Integrity, and Anti-Retaliation.

Returning National Candidates: We strongly encourage national or returning national candidates to apply for this position. If you are a citizen of the Country in which this position is based and are currently located outside of your home country and possess over two years of international work experience, the Middle East Region has introduced an attractive remuneration package. The package includes competitive compensation, return flight to post, shipping allowance, temporary housing and a relocation allowance. Certain restrictions may apply. IRC strives to attract, motivate and retain qualified national staff in our programs.

Accountability to Clients: IRC staff must adhere to the commitment of contributing to the sustainability and development of its (CR) Client Responsiveness Mechanisms, preserving the culture of prioritizing the needs of our clients and affected communities by systematically listening to their perspectives and using their feedback to make programmatic decisions and give them greater influence over program design and delivery.

Gender Equality: IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances.

Diversity and Inclusion: at IRC MENA, we are passionate about creating an inclusive workplace that promotes and values diversity. Organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, nationality, and perspective are validated to be better organizations. More importantly, creating a safe workspace environment where everyone, from any background, can do their best is the right thing to do. So, bring your whole self to work.

IRC is committed to creating a diverse, inclusive, respectful and safe work

environment where all persons are treated fairly, with dignity and respect. In keeping with our core values of Integrity, Service, Accountability and Equality, IRC strives to maintain a work environment built on mutual respect in which all individuals treat each other professionally, and free of bias, prejudice, and harassment. IRC expressly prohibits and will not tolerate discrimination, harassment, retaliation, or bullying of IRC Persons in any work setting. All IRC staff, wherever they are located, are accountable for creating an environment free of discrimination, harassment, bullying, and retaliation.

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