

## CHILD SAFETY AND PROTECTION (CSP) PROJECT OFFICER

We have an exciting opportunity at the Nelson Mandela Children's Fund for a Child Safety and Protection (CSP) Project Officer, who will report to the CSP Programme Manager. This position is based at our offices in Saxonwold, Gauteng.

### Job Purpose

The purpose of the CSP Project Officer is to assist with the fulfilment of NMCF's CSP programme work and contribute to reducing child vulnerability to violence and other practices, policies and conditions that violate their rights to survival, development and protection through support to, strategic child safety and protection special projects, networking and advocacy efforts, grant management, resource mobilisation and thought leadership.

### Job Objectives

#### Contribute to the Fund's Programmes Strategy

- In conjunction with the CSP Programmes Manager contribute to the development and adherence of the Fund's programmes specific strategy for review by the Programmes Manager and Chief Programmes Officer.
- Under the guidance of the CSP Programme Manager ensure that CSP programme specific activities are planned and are aligned and executed during the relevant year.
- Support implementation of the Fund's Safeguarding and Protection policies, both internally and externally with implementing partners and service providers.
- Participate in the development of concept papers, proposals and other engagements for fundraising for the NMCF.

#### Procurement of Partner Service/Product Provider(s)

- Contribute to the development of standard, periodic Requests for Proposals (RFP). Draft Terms of Reference for agreed services, in compliance with the Fund's procurement policy/procedures.
- Support approved, short-listed applicants to develop and cost any new or further Fund proposals, using a standard costing model and preformatted Fund application document.
- In conjunction with the CSP Programmes Manager, carry out and document comparison assessments of all relevant proposals received using the Fund's previously defined and agreed assessment criteria, in order to make informed and defensible recommendations.
- In conjunction with the CSP Programmes Finance Manager ensure a smooth and efficient renewal, extension, or termination of partner contracts and in

compliance with the necessary Fund's and supplier's contract terms and conditions.

#### Partner Child Protection Capacity Assessments and the Management of All Learning and Development activities

- Ensure that each implementing partner fully understands their grant approval deliverables and performance standards
- Deliver child safeguarding and protection trainings, briefings, and mentoring sessions
- Identify technical, financial and governance partner knowledge, and skills gaps using a partner assessment tool or receives requests for assistance from partners using a defined Fund checklist or other assessment tool
- Develop annual partner capacity building plans, making use of the Fund's internal capacity building specialist skills and/or sources specialised outsourced capacity building
- Provide technical, administration and logistical support to the development and facilitation of any Fund specialist partner training manuals/modules and training materials

#### Monitoring & Evaluation of Programme Partners

- In line with the requirements set out by the Fund's Monitoring, Evaluation and Learning (MEL) Office, ensures that each programme project has set measurable and traceable targets, which are regularly reported against for review by the Programme's Manager
- Responsible for ensuring that the Fund's MEL Office has all the required information to create meaningful and insightful project and grant based dashboards for presentation to all relevant Fund internal/external stakeholders.

#### Risk Management

- Ensure the Fund's property and facilities are in good working In conjunction with the CSP Programmes Manager as well as Financial & Office Manager ensure that a technical, capacity building, geographical location, external stakeholders, financial and governance risk and capacity building profile is developed for each CSP Implementing Partner and is regularly updated using the risk assessment tool
- Identify changes required to a CSP Implementing Partner risk profile and brings it to attention of the CSP Programmes Manager
- Identify other specific CSP Programme risks, and using the risk assessment matrix tool ensures that these risks are brought to the attention of the CSP Programmes Manager

Non-Profit Organisation: Reg. No: 004-638

Web address: <http://www.nelsonmandelachildrensfund.com>

P.O. Box 797, Highlands North, 2037. 21 Eastwold Way, Saxonwold, 2196. Tel: (+27 11) 274-5600 Fax: (+27 11) 486-3914



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Nelson Mandela

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Yvonne Mokgoro

Chief Executive Officer  
Konehali Gugushe

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## Nelson Mandela CHILDREN'S FUND



CHANGING THE WAY SOCIETY TREATS ITS CHILDREN AND YOUTH

### Qualifications and Experience

- (NQF 7) A 3 Year Degree in social sciences, social work, child & youth development, other relevant field.
- 2 - 4 years' experience in a project management or administration role or similar.
- 2 - 5 years' experience in a non-profit sector related field.
- 3 - 5 Years' experience implementing Child Protection Programmes.
- Experience supporting projects with donor compliance

### Skills

- Project Management
- Report writing
- Grant Management

- Stakeholder Engagement

### Knowledge

- Knowledge of the non-profit environment in South Africa.
- Knowledge and skills in child rights advocacy, child protection, and family/community mobilization.
- Knowledge of project management and grant management best practices and latest trends

### Competencies

- Attention to detail, Integrity and Honesty, Interpersonal Skills, Problem Solving, Execution, Results and Goal orientation, Resilience and Teamwork and cooperation.

### Application Process:

If you qualify and would like to apply, please e-mail your CV to [mpumim@nmcf.co.za](mailto:mpumim@nmcf.co.za)

Closing date: **Monday, 31 October 2022**

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