Job Purpose

The role of the National Protection Officer (NPO) is to support the project implementation of the Lanao Field Team project according to the Project Agreement between NPP and donors and in accordance with NPP’s overall mandate on civilian protection.

Key tasks and responsibilities

Project implementation

- Provide support for the day-to-day implementation of project activities of the Project in accordance to the work plan and logframe as part of the contract between NPP and donors;
- Support and assist the Project Focal/Coordinator in the engagement and relationship building with relevant stakeholders of project;
- Support and assist Project Focal and Team Leader in the crafting and development of work/activity plans and budget forecasting;
- Support and assist the Project Focal and the team in conducting and facilitating training and seminars for community and project partners ie Civilian Protection – Early Warning and Early Response (CP-EWER), International Humanitarian Law (IHL), Human Rights Law (HRL), Child Protection (CP), Gender and Gender Based Violence (GBV);
- Support and assist the team to monitor, verify and report incidents of violence and civilian displacement;
- Regularly visit IDPs to monitor that basic services are afforded to them by mandated institutions and conduct referral of civilian/IDP needs when needed;

Monitoring

- In consultation with the M&E Officer, develop and devise templates and tools for data collection and analysis related to the project implemented by the field site.
- Support project/program staff on ways to properly document, organize and capture project progress.
- Assure files are properly prepared and saved to backup drives
- Maintain report logs (filing system) of in-progress and/or completed work
Duties Applicable to all staff

1. Actively work towards the achievement of the goals and mandate of Nonviolent Peaceforce.
2. Abide by and work in accordance with Nonviolent Peaceforce values and principles as provided in the Global Employee Handbook and existing policies.
3. Perform any other work-related duties and responsibilities that may be assigned by the line manager.

QUALIFICATION

Education and Training

**Required**
- University degree in a related field (Social Science, Development Studies, Management, Commerce)
- Formal training related to peace building, conflict transformation, gender education.

**Preferred**
- Certificate or diploma course in gender education, peace building ad nonviolent peacekeeping

Work Experience

**Required**
- 1-2 years relevant work experience in gender education, civilian protection and human rights
- At least 1 year relevant experience in Monitoring and Evaluation and support activities in project implementation.

**Preferred**
- NGO/ humanitarian work
- Post-conflict/conflict area experience
- Familiarity with the context of Lanao del Sur and Norte
- Experience in community organizing/mobilization
- Experience in dealing with armed groups, the military and with local and national government officials

Knowledge and Skills

**Required**
- Understanding on gender education, civil protection and human rights frameworks
- Understanding of conflict dynamics in Mindanao and Lanao del Sur and Lanao del Norte in particular.
- Understanding of the Humanitarian and DO NO HARM principles
- Knowledge and understanding in peace making, peacekeeping and peace building and social cohesion concepts
• Report writing skills and Good Communication skills.

Preferred

• Able to communicate in the local language or dialect
• Familiarity in the project locations in Lanao del Sur/Lanao del Norte
• Understanding of the context of armed conflict in Lanao Region

How to apply:

• Candidates meeting the above requirements are requested to visit our website https://nonviolentpeaceforce.org/about/work-with-us to download and complete the NP Application to accompany your CV (max. 2 pages) and cover letter (max. 1 page). Incomplete applications will not be considered.
• The closing date for applications is Monday, 22 February 2021
• As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment and if successful, participate in an interview process.

Special Notice:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.