



Vacancy Announcement

Job Title: Social/PSS coordinator
Project Name: Juvenile Justices
Project Area: Duhok and Erbil Governorates
Vacancy Ref. No: 89
Number of Vacancies: 2
Applicants Residence: Erbil and Duhok
Preferable Gender: Male & Female
Duration of Appointment: 11 Month
Expected Starting Date: 1 February 2022
Deadline: 17 January 2022
Type of Contract: Employment Contract
Working Hours: 8:00am_3:30pm

Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfilment of human and women rights in Duhok Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to- within its resources- contribute towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others.

Terms of References

Job Summary:

Under the overall supervision of the Juvenile justice project supervisor, the Social/ PSS facilitator will conduct and supervise the psychological needs of beneficiaries in general and Juveniles in specific, providing structured PSS support at the individual, family and community level through development or adaptation of training & monitoring tools and direct implementation of PSS services, also will undertake necessary raising awareness sessions and develop required reports alongside monitoring programs progress and making adjustments as necessary with prior consultation with the direct supervisor.

Key Responsibilities:

1. Basic Psychosocial Support and Counselling:

- Working with individuals under the age of 18 who have committed a criminal offense. Assess the protection needs and situation of each juvenile case, and plan for relevant services, and conduct a comprehensive case management for each case. Collaborations are made with family members to coordinate additional social services if needed.
- Provide Comprehensive Psychosocial Support and counseling to Juvenile cases.
- Provide assessment and counseling both at individual and group level as the situation demands.
- Ensure all work with Juveniles is highly maintained as confidential and that ethical practices are observed.
- Assist the Case Management Supervisor in accurately updating the inputs and reports.
- Participate in the interpretation of the analyzed data on trends and work with Case Management Supervisor to disseminate information to all relevant stakeholders.
- Participate in the development of the case management monitoring tools to handle the system the correct way.
- Participate in the preparation of accurate reports for all Psycho-Social related activities.

2. COORDINATION AND NETWORKING:

- Maintain and strengthen existing networks through other service providers in KRI, to ensure that Juveniles receive quality services and support.
- Identify new networks to work with to ensure wholesome support to the identified cases.
- Work in close collaboration with the Community leaders, governmental departments and stakeholders to ensure on-going needs of juvenile delinquents and children in conflict with law.
- In collaboration with other partners, design psychosocial interventions with focusing on the psychosocial needs of children in general and Juvenile delinquents in specific.
- Assist in development of referral networks between partners implementing Protection and Legal programs in the implementation of referral pathways.
- Participate in conducting trainings for partners on relevant organizational development areas and support peer learning between HARIKAR and other partner agencies.

3. COMMUNITY ENGAGEMENT AND OUTREACH:

- Conduct sensitization, dialogue and mediation sessions with the wider population about issues of trauma and Juvenile delinquency.
- Facilitate formation of support groups for beneficiaries.
- Identify and strengthen Community structures through engaging community leaders, women and youth groups as well as other stakeholders to ensure that the Juveniles receive adequate support at the community level.
- Support the Case Management Supervisor, in dissemination of relevant information.

4. MONITORING AND EVALUATION:

- Assist in preparing daily, monthly, quarterly and annual reports, progress notes, and treatment plans on time.
- Use appropriate data collection tools and submit assessments and reports in a timely and accurate manner.
- Assist in the designing, planning, implementing and facilitating of external trainings for various target groups.
- Ensure Humanitarian Accountability Principles are mainstreamed in the day to day project implementation.
- Attend training forums relevant to the job.

- On a daily basis update the Incident Recorder and report to the Case Management Supervisor on a bi-weekly basis.
- Ensure proper documentation of all project activities including all activity forms; intake forms; case studies & human-interest stories.
- Ensure timely project reports are consolidated and submitted to the supervisor and the information therein used as an integral part of ongoing advocacy efforts.
- Ensure that activities are implemented in accordance with agreed strategies, principles, implementation plans, and donor requirements.

5. EXPECTED CONDUCT:

- Ensure that confidentiality is always maintained when sharing data about persons of concern.
- Work with Harikar/UNICEF protection team in a cooperative and collaborative manner.
- Seek guidance and technical support when needed with “Do no Harm” principle being the priority at all times.

6. PERFORM ANY OTHER DUTIES THAT MAY BE ASSIGNED TO BY the SUPERVISOR

Organizational Representation:

- Develop and maintain contacts with all relevant stakeholders including government, security forces, Partner organizations.
- Cooperate with government institutions, non-government organizations, and the local community.
- Regularly attend cluster coordination and other relevant meetings.
- Represent the project/program in front of relevant stakeholders.
- Regularly share information on lessons learnt in the field.

Remarks:

All Harikar policies, guidelines and checklists are an integral part of this Job Description and must be implemented e.g.

- Harikar operational guidelines and Policies.
- Guideline prevention of corruption.
- Guideline on PSEA.
- Harikar Code of Conduct.
- Checklist for procurement documents filing for supporting documents.

Requirements:

Education Background:

- The applicant must hold a bachelor degree or above of Psychology or Sociology are preferred.

Experience:

- Minimum (3) years of experience in a relevant position within NGOs.
- Experience in Child protection and care with full understanding of Juvenile Justice and children in conflict with law.

Knowledge:

- Strong working knowledge (spoken, written and reading) of English, Arabic and Kurdish (both dialects).
- Basic computer literacy Microsoft office package (Word, Excel, Outlook..etc).
- Basic knowledge about humanitarian principles.

Personal attributes:

- Guideline prevention of corruption.
- Guideline on PSEA.
- Harikar Code of Conduct.
- Ability to work independently and within a team.
- Leadership and training skills Diplomacy, good communication and interpersonal skills.
- Rigorous, organized, ethical mindset.
- Ability and flexibility in visiting various locations within KRI in Duhok and Erbil.

