

SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE

TITLE: Child Protection Information Management System Officer (CPIMS Officer)	
TEAM/PROGRAMME: Child Protection	LOCATION: Kirehe Field Office
GRADE: TBD	CONTRACT LENGTH: Open Ended
CHILD SAFEGUARDING: (select only one) Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs	
ROLE PURPOSE: <p>The CPIMS Officer is responsible for the management, implementation, and maintenance of the Child Protection Information Management System (CPIMS) in accordance with organizational and donor requirements. The officer will ensure accurate data collection, management, and reporting of child protection cases, focusing on the safety and well-being of children, including Unaccompanied and Separated Children (UASC), children at risk, and other vulnerable groups. The CPIMS Officer will work closely with the child protection team, ensuring high-quality data management practices that align with international standards.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to adapt to the evolving needs of the situation, working outside the typical role profile and adjusting working hours as necessary.</p>	
SCOPE OF ROLE: <p>Reports to: <i>Child Protection Program Coordinator</i> Staff reporting to this post: None Direct: Budget Responsibilities: <i>N/A</i> Role Dimensions: Strong relationships with external actors in Mahama, community-based structures, and internal departments, along with effective coordination and collaboration with caseworkers and community volunteers supporting case management activities.</p>	
KEY AREAS OF ACCOUNTABILITY (RESPONSIBILITIES) : <p>CPIMS Management and Implementation:</p> <ul style="list-style-type: none"> • Ensure proper setup, maintenance, and implementation of the CPIMS platform in the field. • Maintain accurate and up-to-date child protection case data, ensuring it is securely stored and easily accessible for analysis and reporting. • Monitor data input by caseworkers, ensuring quality control and consistency across all data entries. • Provide training and technical support to caseworkers and other relevant staff on the use of CPIMS. • Conduct regular data quality checks and ensure data privacy and confidentiality protocols are adhered to. <p>Data Analysis and Reporting:</p> <ul style="list-style-type: none"> • Collect and analyse data on child protection cases to generate reports, trends, and statistics for internal use and donor reporting. • Provide support for the preparation of monthly, quarterly, and annual reports, highlighting key achievements, challenges, and areas for improvement. • Assist in the preparation of donor reports, ensuring they meet the required standards and deadlines. • Analyse case data to identify gaps in services and make recommendations to improve child protection interventions. 	

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Collaboration and Coordination:

- Work closely with the child protection team, including caseworkers, team leaders, CP program coordinator, and other relevant stakeholders to ensure data is accurately captured and reported.
- Collaborate with monitoring and evaluation teams to ensure data integrity and alignment with project outcomes.
- Support the Child Protection Program Coordinator in coordinating information-sharing and reporting mechanisms.

Capacity Building and Technical Support:

- Provide ongoing support and capacity building to caseworkers, CP&GBV Officers and other field staff on the proper use of CPIMS.
- Develop and conduct training materials, workshops, and orientation sessions on CPIMS.

Data Security and Compliance:

- Ensure compliance with organizational data protection policies and international standards (e.g., the CPIMS Standard Operating Procedures and IASC guidelines) for handling sensitive child protection data.
- Monitor the security of the CPIMS database, including regular backups, updates, and safeguarding against unauthorized access.

Monitoring and Evaluation:

- Regularly assess the functionality and effectiveness of CPIMS in supporting child protection program activities.
- Support in developing tools for data collection, monitoring, and evaluation of child protection activities.
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Emergency Preparedness and Response

- Actively participate in the Country Office's emergency preparedness and planning processes as requested.
- In case of emergency, be prepared to contribute to the delivery of an appropriate and timely response.

BEHAVIOURS (Values in Practice) (Section should not consist of Competencies as this are the standard Values in practice)
Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

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Qualifications and Experience: Education: A degree in social work, Development Studies, child protection, information management, or related field or equivalent work experience.	
EXPERIENCE AND SKILLS	
Experience: <ul style="list-style-type: none"> At least 3 years of experience in child protection or information management, preferably in humanitarian settings. Proven experience with CPIMS or similar data management systems. Experience in data analysis and report writing, with a strong understanding of child protection issues. 	
Skills: <ul style="list-style-type: none"> Strong knowledge of child protection principles, including working with UASC, children at risk, and other vulnerable groups. Proficiency in using data management software and CPIMS platforms. Strong analytical skills and attention to detail. Excellent communication skills, both written and verbal. Ability to work under pressure and meet deadlines. Strong organizational and time-management skills. 	
Additional job responsibilities The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.	
Equal Opportunities The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
Child Safeguarding: We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.	
Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD Checked by:	Date:
JD Approved by:	Date: