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| Job Title: | **Women’s Protection Advisor** |
| Department | Humanitarian Program | Unit |  |
| Grade: | E | Contract Type | Open Contract |
| Location: | Amman |
| Reports to: | Humanitarian Manager |
| Direct Reports: | Safe space officers, Senior PSS officer (Lebanon) |
| Job Role |
| Role Overview: | Oversee the women’s protection components of all Humanitarian Program implementation, ensuring a strong focus on women’s rights and protection in Jordan and Lebanon and fostering a community-based women-led approach to protection programming. |
| Areas of Responsibilities | Key Activities |
| **Protection Programme Facilitation**  | * Ensure Programme operation in the targeted location is operationalized strategically as planned and agreed with the line manager. Regular communication with line manager is a must.
* Supervise the process of mobilizing women to participate in researches, FGD's, training needs assessment, and internal studies run by AA.
* Provide guidance and management support to the Safe Space Officers and PSS Officer.
* Oversee the design of project activities and ensure that all the activities implemented in the safe space ensure the safety and dignity for women.
* Provide guidance and leadership to members of ActionAid’s Women’s Protection Action Group’s. This will involve supporting the development of community-based protection initiatives to be delivered by the women.
* Assess the capacity needs of the protection staff to prepare and implement a capacity building plan to bridge the gap in knowledge and skills they have while ensuring the best utilization of budgets to do so.
* Conduct regular team meetings for the protection staff as required maintaining synergy and cooperation among different locations.
* Conduct relevant training on women’s protection and SGBV as required.
* Develops and maintains effective coordination and long-term relationships with external stakeholders, representing AA in local and international protection coordination mechanisms.
* Design and support the implementation of women’s protection and leadership materials to community women.
* Build and assure the capacity of all partner organizations and staff on protection standards.
* Incorporating strategies aimed at strengthening the protection system for women, both formal and informal, to achieve and sustain program results.
* Ensure that all the women’s protection and leadership activities are community led using the participatory approaches.
* Take shared responsibility for the development of project operational work plans and to ensure alignment of project activities and budget spend.
* Lead the development of technical reports, and other knowledge products in the areas of protection. Communicate key lessons learned.
* Work closely and coordinates with AA logistics, finance and admin staff to ensure timely and compliant program activities and expenditures; including active participation in program meetings
* Effectively represents AA at Protection coordination forums, like the Protection Working Group/Protection Cluster
* Maintain effective and safe referral pathways for protection concerns and other vulnerable cases. development and maintenance of SOPs for referrals.
* Lead on the participatory assessment, KABS analysis, and any other assessment as required.
* Ensure community consultation processes are held when required to smoothen the pathway for the program locally.
* Ensure proper programme inductions are provided at all levels (internal and external stakeholders) at program location level to achieve mutual understanding and compliance to programme requirements.
* Track the progress of the program and intervene when necessary to ensure speed and quality.
* Assure AA values, principles and HRBA is mainstreamed in the programme.
* Monitor budget utilization and ensure timely intervention when required.
* Coordinate Field Visits for visitors on Protection Work as and when required.
* Provide required information to communication and other units of AA AR as mutually agreed in advance.
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| **Transparency & Accountability** | * Ensure all programme information is transparent so all internal and external stakeholders possess mutual understanding.
* Ensure that the local information system is running, and the contact information is regularly updates.
* Ensure transparency boards are in place in all identified locations in the programme targeted locations as agreed mutually in the team meeting.
* Ensure targeted local communities are informed in advance about AA ARI Programme and their views and comments are engaged with appropriately
* Ensure Programme Brochures are made available for sharing and distribution locally.
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| **Reporting** | * Prepare annual and monthly plan, including logistics and procurement plans.
* Prepare and submit regular reports as required from the line manager.
* Monitor the output of actions taken at community group levels and provide inputs to ensure quality outputs in the future.
* Prepare and submit progress and narrative reports, to inform the management about the progress of the work.
* Consolidate monthly and quarterly reports after receiving individual reports from team members.
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| **Networking and participation in external platforms & Forums** | * Present AA's activities in local coordination mechanisms while ensure that the direct manager is totally aware and involved
* Create strong network with the local actors in the field.
* Maintain a strong working relationship with Amman office to ensure effective coordination for the implementation of the programme.
* Ensure effective coordination with other agencies working in the programme location.
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| **Fundraising** | * Provide required information and thoughts to support development of concept notes and proposals relating to Resilience activities
* Facilitate community consultation meetings when required for proposal development work.
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| **Policy Advocacy & Campaigns** | * Provide evidence from the ground for policy work at national levels.
* Ensure local level policy advocacy & campaigns work is community women and youth driven.
* For wider solidarity at local level encourage linking of women groups / communities to work together on common issues.
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| **Other** | * Other responsibilities as requested by Line Manager
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| Key Relationships to reach solutions |
| ***Internal (to ActionAid or team)*** | ***External*** |
| Humanitarian Manager | External suppliers, local agencies and relevant local government stakeholders. |
| Safe space officer, senior protection and PSS officer, accountability coordinators, Economic Empowerment officer | Visitors |
| Person Specification |
| Education & Certifications | * Relevant academic degree, preferably Masters in social sciences
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| Essential Experience Knowledge and Skills | * At least 5-7 years of experience working on the protection field, experience on GBV and VAWG’s
* Previous experience working with refugees and affected communities
* Previous experience in running local committees and local groups
* Able to build effective rapport with stakeholders
* Able to communicate effectively with communities
* Arabic and English skills are required
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| Personal Qualities | Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility |

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI’s values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility*

Prepared by: Signature Date:

Regional Director

Reviewed by: Signature Date:

HR Officer

Accepted by: Signature Date:

Name of staff