

### Terms of Reference

<b>Job Title</b>	<b>Protection Officer – Gender-based Violence Specialist</b>
<b>Country</b>	Greece
<b>Duty Station</b>	Lesvos
<b>Type of contract</b>	Full-time
<b>Starting date</b>	01/06/2021
<b>Contract duration</b>	3 months (with high possibility of extension)
<b>Reports to</b>	Project Manager
<b>Duties and tasks</b>	<p><b>Purpose/objective of the position:</b></p> <p>The Protection Officer - GBV Specialist oversees and manages all protection activities related to Gender-based Violence. S/he provides technical guidance and supervises protection staff ensuring that the GBV components of the programme are delivered according to internal guidelines and in line with international standards and principles, in order to achieve missions goals effectively.</p> <p>The Protection Officer - GBV Specialist will support in the designing of a comprehensive protection strategy.</p> <p>In a GBV case management context, S/he is responsible to identify and document GBV cases, identify needed support and develop an action plan, making the follow ups and referrals according to standard operating procedures (SOPs).</p> <p>S/he contributes to the production of SOPs within INTERSOS programme. S/he support in producing reports and studies on GBV/Protection issues.</p> <p>S/he is expected to be honest and transparent and keep the necessary level of confidentiality on information acquired on the job.</p> <p>S/he represent INTERSOS with Stakeholders for thematic issues.</p> <p><b>Management and Programme Quality</b></p> <ul style="list-style-type: none"> <li>- Operate within a rights-based approach, respecting AGD, (gender and diversity ) and ensuring that all activities takes place within a protection centered environment;</li> <li>- Develop and supervise protection activities implementation in a timely manner, with a focus on GBV technical aspects and quality assurance through close monitoring, supervision, and training for staff;</li> <li>- Provide technical support, insights for GBV activities and standards including via tools and methodologies to INTERSOS staff;</li> <li>- Organize ad hoc GBV meetings with protection staffs to share challenges and priorities in GBV related field and develop action plans;</li> <li>- Undertake GBV case management, ensuring that all actions to address the needs, rights and dignity of survivors and those at risk are taken in a timely and responsive manner;</li> <li>- Identify opportunities for new GBV interventions and support in assessments and developments of new GBV related project proposals, in close coordination with the protection team, under the supervision of the Project Manager;</li> </ul>

- Ensure that protection data is collected, stored, archived, processed, analyzed and disseminated in ethical modalities, in line with internal data protection protocols;
- In close collaboration with the Protection Officer, undertake regular field protection monitoring;
- Support in the development of complaints mechanisms for beneficiaries and make sure complaints are addressed properly;
- Support in the follow up on the implementation of the Child Protection (CP) and Protection from Sexual Exploitation and Abuse (PSEA) policies;
- Guarantee potential survivors of SEA are interviewed in safety and dignity respecting principles of confidentiality;
- Comply with all protection policies, procedures and protocols of INTERSOS;

### **Monitoring and Reporting**

- Ensure data is collected regularly to respond to agreed indicators;
- Compile monthly data reporting or as often is requested;
- Ensure adherence to work plans and M&E plans;
- Contribute to timely submission of relevant external reports when needed;

### **Finance and Administration**

- Comply with all established procedures for financial management;
- Follow administration procedures;

### **Human Resources and Personnel Management**

- Ensure the creation and maintaining of respectful and positive working relationships, which allow for the effective implementation of all activities;
- Participate in smooth communication within the team and with other supporting entities;

### **Logistics and Procurement**

- Follow all procedures applicable to all staff;

### **External Relations**

- Maintain collaborative working relationships with relevant actors and related working groups at national and/or field level;
- Ensure that main GBV concerns are brought to relevant stakeholders to advocate for the respect of human rights and minimum protection standards;
- Network with GBV Specialists of other missions to share best practices and resources;
- Represent INTERSOS with Stakeholders for thematic issues;

### **Other**

- Perform other tasks and duties as required in order to ensure a correct implementation of project activities;

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## Reporting Requirements

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As per main duties outlined above the Protection Officer – GBV specialist is responsible for

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Reports to Project Manager  
Attend General Meetings  
Attend Protection Meetings and/or other meetings as required  
Regularly update case files  
Log and track data as agreed  
Provide Operational reports as necessary  
Provide incident/security reports as necessary

As per required the GBV Specialist should be copied in relation to

- General Team issues
- Identification of General Protection Matters
- Specific GBV Protection issues related to cases managed by the person

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## Past experience and skills:

- Master's degree in Psychology, social sciences, development studies, gender and/or women's studies or other related field and/or Bachelor degree with equivalent MHPSS/GBV working experience.
- Relevant working experience of at least 3 years and previous Humanitarian experience. Previous experience in Greece / Aegean Islands is an asset.
- Demonstrated field activity and deployment in emergency contexts
- Demonstrated proficiency in technical GBV case management and gender analysis
- Good knowledge of the international standard on GBV and Protection
- Strong Leadership and interpersonal skills
- Demonstrated organizational skills in highly complex emergency operations
- Must be able to work independently while being a strong team player.
- Good knowledge of MS Office (Word, Excel, Outlook)
- fluent in English both written and verbal. Preference will be given to candidates with fluency in the following languages: French, Farsi and Arabic

If you wish to apply for the above position, please submit your CV along with a Cover Letter in English, not later than May 29th to the following email address: [recruitment.greece@intersos.org](mailto:recruitment.greece@intersos.org).

All applications will be treated with the strictest confidentiality. Only shortlisted candidates will be contacted for an interview appointment. Order or priority will be held, and the identification of candidate could take place before the vacancy's ending date.