

Notice of Job Vacancy

terre des hommes Germany (tdh Germany) Regional Office in Southeast Asia (ROSEA) announces a vacancy for the position of Communication and Advocacy Officer, who will be responsible for the day-to-day implementation of the regional communication and advocacy plan and who will be responsible for providing support for the development of the country- and regional- level children and youth networks. The staff is also a member of the regional office Child Safeguarding Committee. The position requires travel within the region; the staff reports to the Head of the Regional Programme.

tdh Germany is an international children's aid agency that promotes child rights in development policy and aligns its work to the principles of the United Nations Convention on the Rights of the Child. tdh Germany believes that any form of violence against children is unacceptable and we have zero tolerance when it is committed by persons who are responsible for their protection. All candidates will be subject to strict background checks, as required by

the organization's Child Safeguarding Policy.

Please send your application letter, curriculum vitae, school transcript of record and police clearance to Thipsuda Taweesaengsuksagul (financemanager@tdhgsea.org) on or before **30 June 2022**. Kindly note that only shortlisted applicants will be contacted.

The Job Qualifications are the following:

Areas of Competence	Requirements
1. Knowledge	<ul style="list-style-type: none"> A. Advanced level of understanding on child rights principles and concepts, as contained in international child rights instruments, and in general, in national laws in SEA. B. Advanced level of understanding on child participation. C. Basic level of understanding on advocacy and fundraising. D. General knowledge on the national situation and child rights and human rights context in the SEA programme countries. E. Child safeguarding
2. Skills	<ul style="list-style-type: none"> A. Proficient in written and oral English and another language spoken in any of the SEA countries. B. Documentation, feature and story-writing. Able to write basic press releases and statements for online and offline publication. C. Basic graphic design and layout. D. Basic organizing and facilitating of trainings and group activities for children and youth. E. Designing training modules and capacity building activities, especially for children and youth. F. Networking and alliance building. G. Website and social media management H. Able to work in a team and follow instructions on delegated tasks. I. Able to work with people from different cultures.
1. Attitude	<ul style="list-style-type: none"> A. Committed to child rights and human rights. B. Child-sensitive and can work with children from different age groups. C. Independent and proactive in initiating and developing own ways and strategies to complete tasks and responsibilities, with minimal supervision. D. Confident to constructively give and receive feedback. E. Is gender-sensitive. F. Open to learn.
2. Experience	<ul style="list-style-type: none"> A. Preferably, has at least 3 years of experience in directly organizing children and youth. B. At least 2 years of experience of direct work in advocacy. C. At least 2 years work experience in journalism.
3. Education and Training	<ul style="list-style-type: none"> A. Completed a 4-year bachelor course related to sociology, humanities, community development, journalism, among others. B. Preferably, has undergone intensive training on child participation and child safeguarding. C. Training on Protection from Sexual Abuse and Harassment (PSEAH), is an advantage. D. Training on Website Management

Job Description

Key Result Areas	Specific Duties
<p>I. Communication for public relations and fund raising) and advocacy</p>	<ol style="list-style-type: none"> 1. Assists the HRP and provides inputs in developing the annual regional communication (for public relations and fund raising) and advocacy plans and budget based on annual regional and Head Office priorities. 2. Manages the day-to-day implementation of the annual regional communication (for public relations and fund raising) and advocacy plans. Specifically: <ol style="list-style-type: none"> a. Prepares the Term of Reference (TOR) with the external communication consultants, including the guide questions. b. Coordinates the implementation of specific planned communication and advocacy campaigns that may involve several countries or projects, for example, ensuring that expected outputs are clear- based on defined objective, i.e. whether for communication (public relations and fund raising) and advocacy. Ensures that production quality is met and child safeguarding standards are followed. c. Checks and proofreads the content of materials produced for relevance to and in conformity with the overall design of the planned communication and advocacy campaign. d. Responsible for the online or offline publication or release of the campaign materials. Ensures that all necessary consent forms and data protection policies followed by tdh are complied with. e. Maintains the tdh regional website and social media accounts to ensure that these reflect important and updated information about the regional and global work. f. Prepares in-house materials for communication (public relations and fund raising) and advocacy such as institutional powerpoint presentations, brochures, magazines, pamphlets and press release or statements on emerging issues affecting SEA programme countries. g. Develops monitoring and evaluation tools to measure the reach and results of the communication and advocacy campaign, including social media and website analytics. h. Maintains a directory of media partners and technical support partners in the region. i. Prepares reports on the progress of the achievements of the communication advocacy plan.
<p>II. Development of regional children and youth network</p>	<ol style="list-style-type: none"> 1. Assists the HRP in preparing the annual regional child participation plan and budget. 2. Together with the country CY Coordinators, coordinates the implementation of the country level CY network plans to ensure that these are in line with the ROSEA child and youth participation strategy plan. Specifically: <ol style="list-style-type: none"> a. Prepares and regularly updates the inventory on the status of children and youth formations and networks in each country in the region. b. Comes up with a regional analysis on the situation of child and youth formations and networks supported by project partners in each country that will serve as basis for development of the regional strategy plan on child participation. c. Monitors the development and implementation of country specific activities that are in line with the regional plan to strengthen child and

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	<p>youth formations and networks, with support from Country Coordinators and the country CY Coordinators.</p> <p>d. Designs and implements mechanisms to sustain communication and joint actions among the different children and youth formations and networks in the region.</p> <p>e. Designs modules and leads the implementation of joint regional activities of the children and youth formations or networks, including the Regional Children and Youth Partners' Meetings.</p> <p>f. Develops modules for capacity-building activities that could be used by project partners for promoting child participation and for the continuing strengthening of children and youth formations and networks at the country level.</p> <p>g. Designs and produces materials for children and youth that are related to regional and global campaigns.</p>
III. Partner Dialogue	<ol style="list-style-type: none"> 1. Assists the Country Coordinators in orienting children and youth on the DC process and results. Ensures that this is able to deepen and broaden understanding on the concept and practical applications of the SG. 2. Responsible for the implementation of the Regional Children and Youth Partners' Meeting (RCYPM). 3. Responsible for implementing the accompaniment plan for all children and youth delegates to the NCYPM, NPM, RCYPM, RPM and DC and ensures that child safeguarding and participation standards are followed. 4. Prepares and supports children and youth representatives to regional or global events and activities, including to the Regional Partners' Meetings, the Delegates' Conference and in advocacy campaigns.
IV. Project and Grant Management and Accompaniment	<ol style="list-style-type: none"> 1. Prepares or appraises all regional proposals related to Communication and the children and youth network. 2. Ensures that country-level project applications related to Communication and the children and youth network are in line with the regional Communication and child participation plans. (Process of processing proposals to be specified, i.e. oversight with HRP) 3. Prepares all reportorial requirements of all projects being handled.
V. Regional Programme Planning, Development, Monitoring and Evaluation	<ol style="list-style-type: none"> 1. Participates and provides data that are necessary in formulating the Regional Strategic Plan (RSP). 2. Supports all programme staff in preparing documents and data needed for developing the RSP. 3. Monitors and prepares regular reports on the progress of how Communication activities and the children and youth network contributes to the attainment of the annual operational plan, Regional Strategic Plan, and the global Strategic Goals. 4. Participates in the annual and mid-term assessments and review of the Regional Strategic Plan and the annual operational plan. 5. Proposes changes in the programme goals and strategies as contained in the RSP during annual assessments and review.
VI. Operational Programming and Implementation	<ol style="list-style-type: none"> 1. Participates in formulating the annual operational plan based on Regional Strategic Plan. 2. Monitors and reports on the contribution of the Communication plan and the promotion of children and youth participation to the achievement of the annual operational plan, specifically, on periodic milestones and the

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	<p>effectiveness of strategies.</p> <ol style="list-style-type: none"> 3. Prepares and submits quarterly workplans and activity reports to HRP. 4. Prepares and submits annual operational budget and monthly operational expense report to the Regional Office. 5. Participates in all staff meetings and capacity-building activities.
VII. Child Safeguarding	<p>Is a regular member of the regional Child Safeguarding Committee (CSC). Specifically:</p> <ol style="list-style-type: none"> 1. Applies and implements the Child Safeguarding Policy (CSP) in all activities and events with children and youth and in all online and offline publications. 2. Develops age-appropriate CS orientation modules and materials that can be adopted by project partners and will be used in all tdh-organized events and activities for children and youth. 3. Ensures that media partners understand and adhere to the CS Policy in all engagements with tdh Germany in advocacy or fundraising activities. 4. Proposes to the CSC new internal child safeguarding guidelines (including risk assessment) on emerging situations and concerns arising from joint regional activities of the children and youth formations and networks and in relation to communication activities. 5. Informs the regional CS Focal Point within 24 hours of any child safeguarding report received to ensure timely and appropriate action by the CSC. 6. Assists the CS Focal Point in the operationalization of the CSP at a regional level, specifically in setting up, implementing, monitoring and evaluating the regional CS annual action plan. 7. Assists the CS Focal Point in responding to any reported CS case that occurs within tdh or with partner organization. Specifically, helps in assessing the reported case; in making recommendations how to handle the case together with the concerned Country Coordinator; in forwarding the documentation to the Regional Coordinator and the CS Focal Point at the Head Office; and, in following up and documenting the case until it is closed. 8. Participates in all meetings (virtual or face-to-face) of the CSC and in child safeguarding capacity-building needs assessment, trainings and refresher courses for staff. 9. Ensures that CS is included as one of the agenda in National or Regional Children and Youth Partners' Meetings.
VIII. Management Information System	<p>Designs, maintains and updates a systematic and secure filing system (online and offline) for all Communication materials like photos, slides, videos, and other visuals.</p>
IX. Administrative Support	<ol style="list-style-type: none"> 4. Performs other administrative tasks assigned by the Head of Regional Programme. 5. Edits Project Updates and other Programme related reports and documents, as requested.