**CPHA Competency Framework: Drafting of Job Description**

You can find the CPHA Competency Framework [here](about:blank).

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# Selection of Competencies

## General Guidance

The job description is the foundation for the work that a CPHA practitioner is going to do and for the assessment and evaluation of her/ his competencies. The identification of competency requirements, interview preparations, candidate selection, performance evaluation, and the development or selection of CPHA learning initiatives are all built upon the CPHA competency framework and job description. The more thorough and specific the job description is, the easier all the rest of the process of selection, evaluation and learning becomes.

Depending on the organization you work for, job description templates can vary in their structure. Generally, required competencies are referred to as ‘job responsibilities’, ‘role requirements’ and ‘qualifications’.

To help you draft a job description for CPHA practitioners we suggest to follow the below steps:

1. Define the purpose and scope of the role
2. Determine the level of seniority and reporting line
3. Select the core values relevant for the post
4. Select the technical competencies required to be effective in the post
5. Select the core humanitarian competencies required to be effective in the post
6. Determine special requirements such as language, education, specific experience, knowledge of technical tools, etc.
7. Once all is selected formulate the concrete activities, deliverables, and expected results.

There may be other aspects to consider in drafting a job description however this document is focused specifically on how to use the Competency Framework for this purpose.

## Selection of Technical Competencies

Once the purpose and the scope of the role is defined and spelled out and the level of seniority and reporting line is determined, you may want to consider the following questions to help you identify and select relevant technical competencies:

1. Which specific technical knowledge, skills or experience is needed for the post?
2. What is the degree of technical knowledge that is needed in the everyday work of the staff member?
3. Which technical competency domains are pertinent to the post? And which technical competency/ies within set competency domains?
4. Which level of seniority associated with each of the selected competencies is required to perform in this post (level 1, 2, 3)? (This can vary between individual competencies)
5. Is any inter-sectoral technical knowledge needed?
6. Who will the staff member work with (internally and externally)? Which type of stakeholders (diplomatic, governmental, NGOs, UN, donors, contractors, beneficiaries, etc.)? Is there a specific technical requirement linked to the work with those stakeholders?
7. Will the staff member be in frequent contact with children or beneficiaries?
8. Which level of confidentiality, integrity, inclusion, etc. is needed for the post (i.e. for MRM, GBV, case management, etc.)?

## Selection of Core Humanitarian Competencies

To help you define the key core humanitarian competencies for the role you may want to consider the following questions:

1. Will the staff member be in frequent contact with children or beneficiaries?
2. For each of the selected competencies, which level of seniority is required to perform in this post (level 1, 2, 3)? (This can vary between individual competencies)
3. Is this a management position that requires additional competencies to manage a team successfully?
4. Who will the staff member work with (internally and externally)? Which type of stakeholders (diplomatic, governmental, NGOs, UN, donors, contractors, beneficiaries, etc.)? Is there a specific technical requirement linked to the work with those stakeholders (i.e. special confidentiality requirements, managing safety of self and others, etc.)?
5. Are specific Core Humanitarian competencies needed in relation to the stakeholders the staff member will work with?
6. What are specific behavioral attitudes and characteristics that are important for the successful performance of this post?

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# Job Description Competency Overview Template

**The competency overview template is *not* shown in a job description** but is the **structured basis in the background** in which you select competency domains, competencies, and indicators. Selected competencies and indicators then are to be adapted to to fit the core functions that the role is expected to perform. Agencies will have indications of what these core functions should be (i.e.programme management, monitoring, capacity building, evidence strengthening, etc.)

This is a **template** for your use. Below in section 3 you find a filled out example and how it has been further developed into a full blown job description

The template may also be used as the **basis for the interview preparation. From the listed competencies, you can select which you intend to assess at interview, and design your interview questions accordingly.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical competencies** | | | |
| **Competency Domain** | **Competency** | **Indicator** | **Level** |
|  | | | |
| Competency Domain | Competency 1 | Indicator 1 | 1 |
|  |  | Indicator 2 | 2 |
|  |  | Indicator 3 | 2 |
|  |  | Indicator 4 | 2 |
|  | Competency 2 | Indicator 1 | 3 |
|  |  | Indicator 2 | 3 |
|  |  | Indicator 3 | 3 |
|  |  | Indicator 4 | 3 |
|  |  | Indicator 5 | 3 |
|  | Competency 3 | Indicator 1 | 1 |
|  |  | Indicator 2 | 1 |
|  |  | Indicator 3 | 1 |
| **Core Humanitarian competencies** | | | |
| **Competency Domain** | **Competency** | **Indicator** | **Level** |
|  | | | |
|  | Competency 1 | Indicator 1 | 2 |
|  |  | Indicator 2 | 2 |
|  |  | Indicator 3 | 2 |
|  |  | Indicator 4 | 2 |
|  | Competency 2 | Indicator 1 | 3 |
|  |  | Indicator 2 | 3 |
|  |  | Indicator 3 | 3 |
|  |  | Indicator 4 | 3 |
|  |  | Indicator 5 | 3 |

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# Sample Job Description Competency Overview Template

Job title: Child Protection Specialist (UASC and Alternative Care)

Job level: mid-level, or similar

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical competencies** | | | |
| **Competency Domain** | **Competency** | **Indicator** | **Level** |
|  | | | |
| **Preventing and managing child protection risks** | **Preventing and responding to risks of unaccompanied and separated children** | Mitigates the risk of separation through community- and national-level prevention and preparedness activities (i.e. birth registration, evacuation processes) | 2 |
| Maps local and national capacity and gaps to assess separation risks and vulnerabilities, to identify potential partners, and to organize assessments | 2 |
| Uses consistent criteria to identify UASC, trace families, contextualize inter-agency UASC guidance, and care for children awaiting reunification | 2 |
| Implements an appropriate and tailored family tracing, verification, reunification and reintegration UASC program for the child’s best interest | 2 |
| **Developing Adequate Child Protection Strategies** | **Developing strategies for alternative care** | Adapts and contextualises inclusive, non-discriminatory and appropriate alternative care arrangements to the needs of the population and the nature of the emergency | 2 |
| Supports and builds capacity of local actors to plan, oversee, manage and implement alternative care according to inter-agency guidelines and minimum standards | 2 |
| Applies an analytical approach to evaluating alternative care options based on the principles of necessity and suitability, communities’ caring traditions and the national legal framework | 2 |
| **Principles, approaches, and humanitarian standards** | **Working with children** | Uses inter-agency standards and principles to develop, implement and monitor safeguarding, CP policies and codes of conduct | 2 |
| Establishes safe, ethical, confidential and accessible monitoring and communication channels for inclusive, collaborative CP programming | 2 |
| **Core Humanitarian competencies** | | | |
| **Competency Domain** | **Competency** | **Indicator** | **Level** |
|  | | | |
| **Managing Collaborative Relationships** | **Working with others** | Participates in CP networks to access and contribute to good practice, and shares information that is useful to partners | 2 |
| Makes decisions based on the views gathered through proactive, respectful and culturally sensitive consultations with others | 2 |
| Monitors the wellbeing of others and helps them deal with challenging circumstances | 2 |
| **Operating safely and securely at all times** | **Managing safety and security of self and others** | Monitors risks for staff, partners, stakeholders and community members, and ensures that staff observe organizational and cultural protocols | 3 |
| Ensures that humanitarian responses strengthen local capacity, resilience, protection and preparation without increasing risk | 3 |
| Handles crises appropriately, taking correct action and providing direction and support to team members | 3 |

# Sample Job Description

**Job title:** Child Protection Specialist (Case Management)

**Job level:** mid-level, P3, or similar

**Location:** Takenda

**Background:**

The Government of Takenda is strongly committed to ensuring that all children achieve their full potential in a safe and protective environment. However, the level of violence, abuse, exploitation and neglect among children and adolescents in Takenda remains a concern. Despite violence being often under-reported, figures from the National Violence Against Children and Youth Study (2019/20) show that 48% of boys and 29% of girls aged 12-17 have been victims of physical violence, while 15% of girls and 7% of boys aged 12-17 reported exposure to sexual violence. The Early Childhood Development and Family Baseline Evaluation in 2020 also indicates that about 53% of children were exposed to violent discipline in the month preceding the study.

The government has long recognized the importance of ensuring that children grow up safe and protected within well-supported families, and of replacing institutional care with family-based care. This recognition is reflected in the country’s constitution, legislation like the Law No 32/2019 on the protection of the child, in policies such as the Integrated Child Rights Policy and Strategy as well as the Strategy for National Child Care Reform. Government policies on care reflect global guidance in this area, which also calls for the development of alternatives to institutional care and the prioritization of support to families.

Both our organization and the government of Takenda recognize the importance of developing a wider child protection system that addresses all forms of abuse, neglect, exploitation and violence in Takenda. Such a system requires laws and policies, an effective child welfare workforce, strong community structures, and supportive attitudes and social norms. This also includes strong social sector linkages including with basic social services such as education, health and social protection.

The current crisis has further worsened the situation for children, especially the most vulnerable ones as well as existing service structures.

**Purpose of the role:**

*Programme Management and Monitoring*

* Manage the programmatic child protection response with particular attention to issues related to unaccompanied and separated minors and family tracing and reunification in collaboration with relevant national and international child protection stakeholders.
* Conduct field visits to monitor programs and collect information. Conduct periodic program reviews with Government counterparts and other partners.
* Promote mitigation measures through preventative activities to reduce risks in particular of separation while mapping local and national capacity and gaps to assess separation risks and vulnerabilities, to identify potential partners, and to organize assessments.
* Map current alternative care services and providers, the approaches and processes available in service provision, level of services satisfaction, key challenges and opportunities, coordination mechanisms in place and document client experiences.
* Promote the quality child protection programs participating in the definition of program goals, strategies, and approaches.

Analysis

* Undertake an in-depth analysis of the policy and legislative frameworks and the institutional arrangements for administration of child protection related provisions to identify institutional and structural gaps as well as strengths and opportunities for alternative care provision.
* Provide a set of practical recommendations for the development and strengthening of the child protection system, and a contextually relevant family tracing and reunification and alternative care service provision.

*Coordination*

* Ensure exchange of information, experience, identify new strategies and courses of action to accelerate and improve the delivery of national and inter-sectoral family tracing and reunification and achieve broader child protection program requirements and objectives.
* Coordinates with Government and other partners, NGOs, UN, and bilateral agencies in the different stages of the child protection response and project implementation.

*Capacity Building*

* Supports capacity building initiatives of partner agencies on unaccompanied and separated children, family tracing and reunification as well as broader child protection programing.

**Education:**

* An advanced degree in Social Sciences, preferably social work, psychology or sociology, law or other relevant field.

**Work experience:**

* Proven experience of more than 5 years in child protection systems development.
* Demonstrated experience of more than 3 years in family tracing and reunification and/or alternative care programming.
* Strong analytical skills to inbuild safeguarding protocols within child protection programming including considerations on consent, information sharing and monitoring.
* Experience with strengthening of child protection or social services delivery preferably in emergency or humanitarian contexts.
* Demonstrated experience in policy processes, including research, reviews and formulation with evidence of similar assignments in other countries.
* Demonstrated experience in organizational representation in inter-agency fora.
* Proven knowledge and understanding of social welfare workforce planning and development.
* Consolidated experience in safe information management within child protection programming.
* Excellent writing and report writing skills.
* Well developed facilitation and presentation skills.
* Ability to work with government officials at national and sub-national levels as well as with international and national child protection partners.

**Languages:**

* Fluency in English is essential. Knowledge of Arabic as well as any local language is an added advantage.