# ECPAT INTERNATIONAL
## VACANCY NOTICE

*Position:* **Project Manager "Disrupting Harm"**
*Location:* Bangkok (Thailand) or home-based
*Reports to:* Deputy Executive Director/ Programmes
*Duration:* 21 months, full time
*Starting date*: As soon as possible

## ORGANISATIONAL CONTEXT

ECPAT International is a global network of organisations working together for the elimination of the sexual exploitation of children (SEC) in all its manifestations i.e. exploitation of children in prostitution, online child sexual exploitation, sale and trafficking of children for sexual purposes, sexual exploitation of children in travel and tourism and some forms of child, early and forced marriage. The ECPAT Network currently consists of 109 members working as independent organisations or coalitions at national and local levels in 96 countries.

The ECPAT International Secretariat coordinates the global work of the organisation and is based in Bangkok, Thailand. The Secretariat designs and implements global and regional level programmes, and undertakes programming, campaigning, advocacy and research to facilitate a range of network initiatives.

## PROJECT BACKGROUND

ECPAT International recently secured funding for the implementation of the project *Disrupting Harm: evidence to understand online child sexual exploitation and abuse (OCSEA)*, a collaborative project along with Interpol and UNICEF office of Research – Innocenti (Global Kids Online) supported by the Fund to End Violence Against Children. The project will assess the scale, nature and context of this issue in 14 countries across Southern and Eastern Africa and Southeast Asia, starting in early 2019 and ending in early 2021.

The three organisations will leverage existing research and rally key partners and multi-sectoral stakeholders to:
- Establish context by conducting extensive research to map the policy and legal landscapes;
- Analyse the threat via the collection and analysis of crime data;
- Ensure children's voices are heard via cross-sectional, nationally-representative household surveys.

The research framework and outputs are envisioned as an important step towards in-depth analysis of online child sexual exploitation and abuse, to produce key findings and identify priority areas for

interventions. The project will also pilot a new methodology to determine the context, scale and manifestations of these crimes in 14 countries, with recommendations expected to have relevance for a broader audience.

The countries of focus in Southern and Eastern Africa region are: Ethiopia, Uganda, Tanzania, Kenya, Rwanda, Mozambique, South Africa and Namibia. The countries of focus in the Southeast Asian region are: Indonesia, Malaysia, Philippines, Thailand, Cambodia and Vietnam.

### PROJECT DESCRIPTION

Within this collaborative partnership, ECPAT is responsible for "contextual research" component of the project. ECPAT will undertake this research in two distinct phases: phase one of the project involves comprehensive exploration of the existing secondary data on legislation and systems addressing OCSEA at country level, and in phase two ECPAT will directly undertake primary research activities to fill gaps in the data that were identified in the first phase. This research will be tailored to the country contexts.

Fourteen national level reports and 2 regional level reports will be generated as well as data reports for the five major primary research activities. ECPAT's role in the project includes the consolidation of findings of all three project partners in country and regional level reports.

With the technical advice and support from experts within ECPAT's Secretariat, a project-team will be established, including Regional Specialists and regional data managers, and a team of about 12 specialised researchers for country level research and regional consolidation. Recruitment of key positions in the project team is currently ongoing.

The Project Manager will be responsible for the overall implementation of the project and management of the project team. The Project Manager will report to ECPAT's Deputy Executive Director for Programmes.

### KEY AREAS OF RESPONSIBILITY

### Project Implementation
Provide overall leadership and management of the implementation of the project "disrupting harm", guided by the work plan.

1. Develop a detailed work plan in close coordination with the project partners and the donor, to guide members from the project team and technical team in their individual responsibilities, deliverables and timelines.
2. Monitor the timely implementation of the overall work plan and delivery of products and outputs by project team and project partners; report (expected) shortfalls and recommend amendments to the work plan as required for successful implementation.
3. Ensure implementation follows technical guidance from team members and external (OCSEA) advisors; this include use of agreed methodology and to follow validation processes.
4. Ensure products and outputs are quality checked by technical experts (internal and external), that their recommendations are incorporated in final versions, and that final approval processes have been followed.

5. Coordinate and plan with project partners and global OCSEA experts to ensure their timely advice on the use of methodology and validation of findings throughout the implementation of the project.
6. Act as ECPAT's main contact person with members of the Partner Team; represent ECPAT at partner team coordination meetings.
7. Ensure national stakeholder engagement in the various steps of the project, through close coordination with project team, ECPAT's regional coordinators, and partner team representatives.
8. As required, manage partnership agreements (sub-contracting) for implementation at national/ local level, in accordance with ECPAT's and donor's conditions.
9. Coordinate the process of production, editing, design and translation of the final approved reports in close cooperation with ECPAT's Head of Communications; coordination includes the procurement of services for this process.
10. Leads in the design and development of an advocacy plan as per the terms of the approved proposal and the work plan in close cooperation with relevant ECPAT programme staff and the communications team.
11. Closely liaise with ECPAT's Head of Research as the technical lead on the research components of the project to ensure effective and efficient processes of technical supervision, guidance and support.
12. Liaise with ECPAT staff across programmes, ECPAT members involved, project partners and data sources such as private sector partners (specifically from the IT sector), governments, intergovernmental bodies, international organizations, law enforcement agencies, and (I)NGOs when appropriate.

### Project Management

1. Develop terms of reference for project team consultants and lead the procurement/ recruitment process where needed; manage the project team consultants.
2. Ensure implementation and its processes are aligned with the terms and conditions of the grant agreement. Liaise with donor on any deviations or uncertainties.
3. Plan and manage the project budget and make recommendations for amendments as necessary; timely communicate with the donor on any deviations.
4. Ensure financial and administrative processes are aligned with ECPAT's internal processes and procedures; cooperate closely with the Grants Manager on administrative and financial grant conditions.
5. Act as contact person with the donor.
6. Develop donor reports (narrative and financial) as per donor requirements.
7. Report on the project and project implementation for other audiences as necessary for ECPAT's overall reporting and communications.

### PROFILE

### Core Competencies
- Outstanding project management and multi-tasking skills
- Demonstrated excellence in managing major, multi-faceted projects across regions

- Technical knowledge of the sexual exploitation of children or child protection and ideally of online child sexual exploitation is considered a plus
- Excellent communication skills both written and verbal
- Strong cross-cultural experience
- Fluency in English, other relevant languages for identified countries an advantage
- Track record conducting high quality quantitative and qualitative research, considered a plus
- Ability to work autonomously
- Demonstrated commitment to ECPAT's mission and values

## Qualifications & Experience

- University degree in a related field; advanced university degree is a distinct advantage
- At least 7 years of professional work experience in international project management;
- Experience with donor reporting requirements
- Experience managing multiple and varied stakeholder relationships
- Experience managing large project teams
- Experience managing project teams remotely
- Working experience in Southeast Asia and/or Southern and East Africa is a plus

## ADDITIONAL INFORMATION

- Expected travel: project meetings and events and ad hoc missions. Approx. 8-10 weeks per year.
- All staff are expected to act at all times in a manner consistent with the values of ECPAT International and in compliance with the organisation's policies and procedures including Child Safeguarding Policy and the Staff Ethical Code of Conduct.
- Depending on the availability of a work permit, the position is either based in ECPAT's Secretariat in Bangkok or home based. For home based positions a consultancy construction may be required for legal reasons.

## APPLICATION PROCESS

On how to apply please visit ECPAT website: http://www.ecpat.org/about-ecpat/employment/
**Deadline: 23 April 2019**

ECPAT International is committed to keeping children safe. The selection process reflects our commitment to the safeguarding of children.