



Medical Services Pacific

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SCHEDULE 1 - JOB DESCRIPTION

Title: Protection Officer (Law/Gender/Human Rights/Child Protection)

Duration: 1 Year (extension based on funding availability)

Location: Labasa with travel in Fiji

Reports To: Labasa Manager or Director

Languages Required: English; iTaukei or Hindi

Introduction

Medical Services Pacific (MSP) is a Fijian registered non-government organisation (NGO) established in August 2010 to enable Pacific women and adolescents to have greater access to quality health care services, and to build resilience among vulnerable groups who are coping with emerging environmental, economic and human security challenges.

MSP is a **family planning agency** that believes that Human Rights awareness and the empowerment of women go together and that both are critical in ensuring individuals and communities achieve optimal sexual and reproductive health services. Access to quality SRH services will decrease maternal and infant mortality rates and improve health outcomes for women. The provision of quality SRH services is key to achieving gender equality, reducing Violence Against Women and Girls (VAWG) and strengthening women's capacity as providers and agents of change in the Pacific.

In Fiji, MSP provides a broad range of health care, counselling and social services, including public awareness and educational programs with a specialized focus on sexual and reproductive health. MSP has developed a comprehensive and integrated service for survivors of sexual assault and domestic violence which includes emergency care, and on going medical, nursing, counselling and legal support. The role of the Protection Officer is key to ensuring survivors have access to ongoing information and support while their case is being processed.

Gender based and Pro Choice

MSP is a **pro-choice rights based** international organization dedicated to ensuring individuals have the right to have children by choice (and not by chance). Therefore, MSP's primary focus is family planning, to assist women and girls to plan their futures. Gender empowerment is key to ensuring women's access to reproductive health care on demand. Women and girls in the Pacific face a range of challenges, and MSP seeks to ensure they have access to quality SRHR services.

The MSP program provides an integrated program response designed to support women and those impacted by gender and sexual violence. MSP seeks to increase information and services for women and girls and boys to reduce and end sexual violence, specifically to:

- **Increase women's access to justice** by providing information and referrals and raising awareness through outreach and public communications around women's rights to prevent Violence Against Women and Girls (VAWG).
- **Provide support services**, including a one stop shop model which provides reproductive health care services, clinical services (including HIV and STI counselling testing and treatment), family planning (including unplanned pregnancy advice, referrals and counselling, counselling and referrals for trauma and domestic or gender violence).
- **Prevent Violence** through community outreach and public education (radio and road shows) and supports policy development that seeks to transform gender norms and end VAWG

Our Strategy:

The MSP board has approved the four main objectives and accompanying strategies which together form the framework for the MSP core programs and services in the Pacific. Working with our partners in Fiji and beyond in the Pacific Island region, MSP aims to:

- Strengthen health and social services for women & youth
- Promote human rights, ending Violence against Women and Girls/VAWG & strengthening child protection
- Promote and support healthy environments with a particular emphasis on current and potential future effects of climate change
- Build resilient Pacific Island communities.

MSP employees and volunteers are expected to contribute to these four goals. Your role with MSP is guided by this job description but you will also be expected to contribute to the wider MSP development and business strategy. You will be required to understand and integrate the vision and mission of MSP; and consider our mission and vision in all that you do.

This job description is a guide and other duties will be included from time to time in support of these objectives.

MSP MOTTO *Healthy choices transform lives*

PURPOSE OF POSITION

As the Protection Officer, your role is to lead the Protection Program in Northern Division for MSP with a key focus on providing legal advice, human rights awareness and support to MSP clients and

beneficiaries. This will ensure the provision of holistic support services to women, youth and children at risk. Your role has four main components:

- 1) **Protection Component**, ensuring women and children at risk are considered and addressed in MSP projects and activities and providing policy level advice on Protection Issues.
- 2) Your second component or focus is an educational one, which requires you to adapt and deliver human rights information (including gender, child rights and reproductive rights), legal advice and training to communities, target groups, youth, school children and staff. MSP has developed the Girl Empowerment package and you will deliver this package and adapt and include materials which are tailored and suitable for the Northern Division.
- 3) The third component includes providing legal advice and legal support to MSP Clients and Management. This may include supervision, grant management or simply supporting office administration and assisting with registrations, regulations and applications. You will provide legal advice to MSP sexual assault and domestic violence clients (following cases and advising clients) and ongoing support. Helping client's access justice. Our legal officers also support the MSP executive and board if and when required and strive to ensure our agencies compliance with general legal obligations and duties.
- 4) The fourth component is Administration and Financial Support for the Labasa Office. If qualified, the role may be required to support the office running, supervise budget expenditure and support procurement, stock control, filing and undertake verification and certification of receipts and stamping of documents. A senior candidate may also take on wider management duties (there is a separate job description for the management role).

MAJOR RESPONSIBILITIES

Protection:

- To provide technical support and leadership in the sectors of gender, human rights, child protection and Ending Violence Against Women and Girls (EVAWG).
- Assist the managers and clients in identifying and responding to existing and potential protection threats to human rights and developing safety plans in consultation with MSP counsellor.
- To develop and update the gender & protection strategy for MSP, and to Monitor Gender and Child Protection Policy and compliance
- Support and train staff, partners or groups including community members in legal procedures relating to improved access to Justice for women and girls. Developing awareness and information materials around improving access to Justice
- Engage with the United Nations in policy level discussions to improve protection and access to justice for women and survivors of sexual and gender based violence.
- Engage with legal and gender and human rights peers, where it benefits MSP programs and objectives and beneficiaries.
- Represent MSP in networks, on EVAWG issues and take part in the relevant task forces.
- Understand the key positions of the UN, Red Cross/ICRC and major NGOs working in protection, gender empowerment.

Education

- Participate in Community Outreach
- Modify and deliver training and awareness materials, (1) for UN, Donors, Government and Staff education, (2) for community level education (Hindi and iTaukei) and for (3) for students including tertiary, secondary and primary education. Ensure MSP awareness and education sessions include participatory approaches and games.
- Train community gender mentors and other peer leaders as required in human rights (child protection, gender equity, sexual reproductive health and rights, etc.)
- Produce progress reports, sector assessments and case reports in your areas of specialization if needed.
- Assist the health and social services staff in the implementation of the gender and human rights project activities
- Review relevant MSP grant documents
- Maintain up to date knowledge in the assigned sector.
- Participate in field work, providing public education in gender equality, empowerment, human rights and child protection, family law, the Crimes Decree, the Welfare Decree and other relevant laws that empower and protect women and girls.
- Assist the education officer and project managers to integrate gender and advocacy into their awareness materials and presentations.

Legal Advice

(a) Legal Advice For clients

- A key role is the provision of legal advice and support to clients. Including advice, escorting them to court, arranging meetings for them with social welfare and legal aid, and referring for counselling as required.
- Network with local government authorities and advocate for our clients as needed.
- Responsible for reporting, documentation and filing of cases, actions and outcomes. Ensure secure filing and coding to maintain confidentiality of clients. Participate and support gender audits, and program monitoring, reporting on participatory impact in gender empowerment, human rights as necessary.

(b) Legal Advice to Senior Management Team and Board of Directors

- If requested, assist and support the Senior Management Team (SMT) with timely legal advice and compliance and reporting to the Board.
- Monitoring MSP compliance with key legalities to enable MSP to remain a legal entity in Northern Division. Monitoring registrations, certifications, MOU's and agreements.
- Ensuring ongoing good relationships with key departments such as immigration to facilitate speedy applications for work permits and other registrations for staff, volunteers and consultants.
- Preparing legal correspondence for MSP in administration with government.
- Ensure good relations and compliance with council regulations in Northern Division
- Implement specific tasks as assigned by supervisor according to diversification and emerging special protection focus of program.
- Support grant management and development, grant compliance and advice on special conditions etc.

Administration and Financial Support

- Provide oversight of project budgets and grant contracts assigned to you as your responsibility and duty of oversight.
- Liaise and support the Suva Finance Manager with documentation, filing and financial management if required.
- Keep accurate documents
- Certify and copy receipts

- Provide expenditure reports

QUALIFICATIONS, SKILLS AND EXPERIENCE

The following criteria are essential:

- University degree in law, accounting or a related field. A combination of academic studies and work experience may be accepted.
- At least 3 years of work experience in Family Law, Criminal Law, Child Rights, Protection/ Human Rights, Policy development, Human Resources, or a related field.
- Experience working with a Development Agency, NGOs or Health Sector.
- Spotless police record & be in good standing with the law and legal bodies
- Demonstrated knowledge of Fiji Law including Family law and Crimes Decree, Social Welfare Decree and HIV Aids Decree
- Demonstrated knowledge of Social Protection/Child protection
- Knowledge of International/Global Law/Human Rights/Humanitarian Law
- Basic financial management, Procurement or Logistics skills
- Excellent computer skills including MS Office
- Good writing skills
- Fluency in English and Hindi or iTaukei
- Cross-cultural sensitivity with ability to work with both Fijian and international staff
- Knowledge of Refugee Law and Immigration Law
- Knowledge of Convention of the Rights of the Child
- Knowledge of Gender Rights and Laws
- Flexibility and adaptability – able to handle and do what is needed
- Ability to work well in a team and to support and be responsive to team members.
- Understanding of Intimate Partner Violence/Gender Based Violence or other EVAWG
- Policy development skills with international agencies and governments
- Demonstrated knowledge of grant funding, Donor/Aid, contracts and grant compliance

The following criteria are preferred:

- Knowledge of the instruments of law that apply in environmental protection
- Education and Training skills and the ability to develop teaching materials, teaching notes and teaching aids for specific target groups including youth and children
- Sexual Reproductive Health knowledge
- Expertise liaising with government, (e.g. health, immigration, trade and import and export)
- Ability to negotiate with senior leaders, including Ministers, Directors and heads of missions.
- Ability to negotiate effectively with government departments, immigration and police to obtain positive outcomes for MSP.
- Commitment to health and fitness or willingness to be good role model for youth or children
- High Level communications skills in English (with experience in negotiation, mediation and coordination), both verbal and written. High level presentation skills in English.
- Financial or budget management
- The Humanitarian Codes of Conduct, the Humanitarian Charter, The Sphere Project – Minimum Standards in Disaster Response, or the International Conventions relating to Humanitarian Aid will be helpful.