

JOB DESCRIPTION OF THE MAIN STAFF SINDH CHILD PROTECTION AUTHORITY (SCPA)		
SR. NO	TITLE OF THE POST	JOB DESCRIPTION/PRIMARY RESPONSIBILITIES
1.	Director General (BPS-19)	*Ensure the implementation of the Sindh Child Protection Authority Act 2011, in letter and spirit. *Provide technical support and expertise to the Authority to establish and strengthen institutional arrangements, in the light of Sindh Child Protection Authority Act 2011. *Develop a policy framework relating to the protection of children and ensure this is consistent with Sindh Child Protection Authority Act 2011. *Formulate and maintain a strategic overview of protection related issues affecting children, and their families. *Design and develop staff structures, initiate recruitment of staff and/or identify capacity building requirements for the newly recruited staff.
2.	Deputy Director Admin and Operation (BPS-18)	*Ensure establishment and proper administration of Child Protection Units (CPUs), as defined in Sindh Child Protection Authority Act 2011. *Supervise the CPUs staff in providing services to children, their families, through case planning and management, as defined in Standard Operating Procedures (SOPs) for Child Protection Units (CPUs). *Build and maintain strong networks, collaboration and relationships of trust with partner organizations/departments in order to achieve the primary objectives of the Authority. *Develop and supervise the public referral system and provide technical input for its strengthening and effectiveness. Generate progress reports of children cases, registered in CPU.
3.	Deputy Director Audit & Accounts (BPS-18)	*Provide support in maintaining the financial affairs of the Authority and regularly check the financial records. *Provide correct and timely information about the financial position of the Authority, if and when required. *Supervise and review the financial expenditures of Child Protection Units. *Ensure the checking of stock register and bank statements of Child Protection Units. *Facilitate the audit of the accounts of SCPA.
4.	Deputy Director Program & Planning (BPS- 18)	*Provide support to effectively administer the program side of the Authority.

		*Support and collaborate with social, rehabilitative, reintegrative and reformatory institutions to set minimum standards of protection and care. *Support strengthening of capacity of the SCPA staff to monitor the adherence to minimum standards of care in the alternative care institutions. *Available for consultation and advice on complex case matters where required, taking a lead role where appropriate. *Design and develop formats to ensure proper and timely documentation of the services. *Ensure and facilitate internal and external monitoring of the services.
5.	Deputy Director Child Protection Management Information System (CPMIS) (BPS-18)	*Development and maintenance of child protection information collection in close cooperation with other departments/organizations in order to produce regular trends analyses on child protection issues. *Design and develop formats to ensure proper and timely documentation of the services. *Train and aware the Child Protection Unit (CPU) staff about the structure and functioning of CPMIS. *Maintain and update the information of all service providers/referral partners.
6.	Assistant Director Admin and Operation (BPS-17)	*Provide assistance to the office of Deputy Director Admin and Operation in fulfilling the giving tasks as well as undertake any duties or assignments, assigned by the Supervisor/s.
7.	Assistant Director Audit & Accounts (BPS-17)	*Provide assistance to the office of Deputy Director Audit & Accounts in fulfilling the giving tasks as well as undertake any duties or assignments, assigned by the Supervisor/s.
8.	Assistant Director Program & Planning (BPS- 17)	*Provide assistance to the office of Deputy Director Program & Planning in fulfilling the giving tasks as well as undertake any duties or assignments, assigned by the Supervisor/s.
9.	Assistant Director Child Protection Management Information System (CPMIS) (BPS-17)	*Provide assistance to the office of Deputy Director Child Protection Management Information System (CPMIS) in fulfilling the giving tasks as well as undertake any duties or assignments, assigned by the Supervisor/s.
10	Personal Staff Officer (Director General – BPS-17)	* Provide facilitation to the office of Director General, SCPA in daily working of the Authority. *Maintain all relevant files of the office of Director General SCPA.
11	Accounts Officer (BPS-17)	*Provide assistance to the office of Deputy Director Audit & Accounts in fulfilling the giving tasks as well as undertake any duties or assignments, assigned by the Supervisor/s.
12	Audit Officer	*Provide assistance to the office of Deputy Director Audit & Accounts in fulfilling the giving tasks as well

		as undertake any duties or assignments, assigned by the Supervisor/s.
13	Assistant Accounts Officer	SUPPORT STAFF
14	Assistant Audit Officer	SUPPORT STAFF
15	Accounts Clerk	SUPPORT STAFF
16	Auditor	SUPPORT STAFF
17	Social Case Worker (Male & Female)	*Identify cases of children in need, receive referrals and intake cases for further processing. *Provide services to children, their families, through case planning and management. *Gathers, consolidates and analyses information to assess the needs and risks of children and families in order to provide appropriate child protection services. *Makes referral to support services both within and outside CPU, community resources and appropriate service providers. *Monitors, reviews and evaluates client progress / compliances and make relevant changes in consultation with the Child Protection Officer (CPO). *Keep comprehensive and confidential records of children's cases. *Submit a weekly summary to the Child Protection Officer (CPO) and contribute to the monthly report of the CPU. *Establish and maintain an effective working relationship with community and departments' resources acting as a liaison and identifying gaps. *Empower and liaise with communities and families to devise local solutions to protect children in local communities.
18	Superintendent	SUPPORT STAFF
19	Computer Operator	SUPPORT STAFF
20	Clerk	SUPPORT STAFF
21	Driver	*Drive and maintain the Authority's vehicle as well as the log-book of the vehicle.
22	Dispatch Rider	SUPPORT STAFF
23	Cook	SUPPORT STAFF
24	Niab Qasid	SUPPORT STAFF
25	Chowkider	SUPPORT STAFF
26	Sweeper	SUPPORT STAFF
STAFF STRUCTURE AT DISTRICT LEVEL (CHILD PROTECTION UNITS)		
27	Focal Person/Child Protection Officers (BPS-17/18)	*Co-ordinate with other departments / NGOs and service providers to ensure child protection and access to basic services. *Ensure that a core group of relevant stakeholders is established to co-ordinate and review interventions and the services to the individual child and family.

		*Provide referrals and social work interventions to safeguard and promote the welfare of children in need of protection. *Identify where children are unable to live at home and subsequently take action to secure permanence for children - that is, placement of children outside the family home - within a timescale that meets the child's needs. *Where children are looked after (placed in Child Protection Institution (CPI), Child Care Institution (CCI) or foster care home) ensure their needs are met in accordance with their child development/child protection plan. *Supervise the confidential and comprehensive records of case management. *Supervise the maintenance of data base of all services providers in their respective district. *Participates in case conferences on complex or contentions cases. *Monitor work to ensure adherence to government policies and procedures. *Initiate activities and campaigns to raise awareness about child rights and child protective services. *Provide support to staff and develop staff communication mechanisms to enhance service delivery. *Ensure the monthly, quarterly and yearly reporting and documentation requirements of the CPU.
28	Social Case Worker (Male & Female)	*Identify cases of children in need, receive referrals and intake cases for further processing. *Provide services to children, their families, through case planning and management. *Gathers, consolidates and analyses information to assess the needs and risks of children and families in order to provide appropriate child protection services. *Makes referral to support services both within and outside CPU, community resources and appropriate service providers. *Monitors, reviews and evaluates client progress / compliances and make relevant changes in consultation with the Child Protection Officer (CPO). *Keep comprehensive and confidential records of children's cases. *Submit a weekly summary to the Child Protection Officer (CPO) and contribute to the monthly report of the CPU. *Establish and maintain an effective working relationship with community and departments' resources acting as a liaison and identifying gaps.

		*Empower and liaise with communities and families to devise local solutions to protect children in local communities.
29	Computer Operator (BPS 11)	*Maintain and update the database of client's/children cases in Child Protection Unit (CPU). *Provide assistance to Child Protection Officer/Social Case Worker in generating progress reports of children cases, registered in CPU. *Keep complete records of all referred cases to service providers. *Facilitate the CPU staff in receiving, recording and managing calls and cases.
30	Driver (BPS 04)	*Drive and maintain the Authority's vehicle as well as the log-book of the vehicle.
31	Niab Qasid (BPS 01)	SUPPORT STAFF
32	Chowkider (BPS 01)	SUPPORT STAFF
33	Sweeper (BPS 01)	SUPPORT STAFF