

Job Description of Child Rights Officers

a) Official contact and Coordination

Child Rights officers will be placed in the office of DCWB and in case of its absence; he/she will be placed in the office of District Child Welfare Officers. Under the supervision and guidance of District Child Welfare Officer and District Child Welfare Board, maintain the coordination with government and non-government agencies of district for the effective implementation of programme. While coordinating with CCWB, maintain the regular communication with the concerned officer responsible for concerned project and Executive Director of CCWB while implementing it. Kathmandu should also maintain the special types of coordination with DCWB.

b) Subject knowledge – Should have knowledge regarding Child Rights Act 2048, its regulation, different child focused acts, regulations, Directives, Minimum Standard, regional and international instruments, different Conventions as well as national laws and regulations in relation to children.

c) Reporting- CRO should submit progress report monthly, quarterly, half yearly and annually to DCWB and CCWB.

d) Other roles that CRO needs to fulfil

- Under the supervision of Child Welfare Officers and CCWB, CRO should ensure the effective implementation of all the program activities of DWCB. CRO should also act as DCWB chief and monitor, supervise and implement all activities of DWCB.
- Monitoring of Child Care Home- While monitoring Child Care homes, forms developed by CCWB based on the Minimum Standard 2060 should be used. In addition to this, identify whether children residing in child care homes have their own parents or not as well as collect data of children under different circumstances and act responsively for their reintegration and rehabilitation. If the child care homes are not meeting the minimum standards then recommend District Administration Office for its termination/Cancellation. Information regarding cancellation should be informed pre-hand and necessary documents should be submitted to DAO and CCWB. Rescue and rehabilitate children from Child care homes who are going to be cancelled as well as other vulnerable children in communities and manage their necessary protection.
- Monitoring, supervision, documentation, facilitation and coordination between national and district level agencies like UN agencies, INGO and NGOs etc and share the necessary report to DCWB and CCWB.
- Facilitate the formation of VDC /Municipal level Child rights protection and promotion committee, child clubs and child club networks.
- For any child rights violation cases, conduct necessary investigation, coordinate, provide response and refer it to the concerned organizations.
- Follow the guidelines on program implementation provided by CCWB and DCWB.
- Call for a meeting of district level child care homes monitoring task force as advised by coordinator.
- Support to organize regular meeting or special meeting of DCWB as advised by Child Welfare officers and facilitate it.
- Maintain the coordination between DCWB and CCWB in relation to the programmes.
- Implement the decision, rules and regulation made by CCWB in relation to the programmes of DCWB.
- To realize the decisions made by DCWB, support the implementation of programme of district child welfare committee
- Inform and aware child care home and its staff of Nepal Government rules, regulations and provisions related to child care homes.

E. Other additional duties Under the guidance and direction of CCWB, DCWB and high level child care homes monitoring task force, fulfil all the responsibilities and tasks as mentioned in Child Rights Act 2048, its regulations 2051 and other tasks.

F. Yearly activity Prepare annual program for DCWB and lead it's administration for its implementation.

G. Strengthening of Information and Resource centre