

CATHOLIC RELIEF SERVICES' JOB ADVERTISEMENT

VACANCY NUMBER: ET/JUBA/002

JOB TITLE: ETHICS MANAGER

REPORTS TO: HEAD OF OPERATIONS

COUNTRY/ LOCATION: JUBA

About CRS:

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion, or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

As the newest country in the world, South Sudan continues to struggle amidst the challenges that accompany the complex process of nation-building. The 2018 Peace Agreement has brought hope that South Sudan will transition from a protracted crisis to long-term development programming, but the implementation of the agreement has been slow. CRS Country Program in South Sudan includes food security and livelihoods; disaster risk reduction; microfinance; social cohesion; adult literacy; youth empowerment; health, nutrition and water, sanitation, and hygiene promotion, and humanitarian response. Our work is generously supported by the United States Agency for International Development, World Food Program, European Union, Foreign and Commonwealth Development Office, Global Affairs Canada, Bill and Melinda Gates Foundation, and other Caritas and private donors.

Job Summary:

The Ethics Manager will oversee and promote CRS' ethics function in South Sudan. He will be the point person for prevention, detection, and response to allegations of misconduct. He will lead initial assessments and undertake fact-finding assessments into allegations of safeguarding and/or fraud-related misconduct to determine breaches of policies, procedures, standards, guidelines, and applicable host government and donor rules and regulations. The job holder will provide technical guidance and support to the Senior Management Team towards strengthening understanding of and adherence to CRS' ethics standards, thereby contributing to the continued efficiency and effectiveness of our programming for the people we serve.

Roles and Key Responsibilities:

- Provide technical advice and solutions to the Senior Management Team to strengthen internal control systems and procedures aimed at complying with CRS ethics standards, applicable local laws, and donor requirements.
- Maintain an in-depth understanding of relevant donor policies and requirements on safeguarding and fraud and communicate same to staff and partners.
- Ensure Partner's fraud and safeguarding policies and procedures are in alignment with CRS policies and build the capacity of partners on fraud and safeguarding prevention, detection, and response.

- Support the design and facilitation of pieces of training and institutional capacity strengthening plans for CRS partners in consideration of donors' requirements and partners' systems and procedures.
- Lead or coordinate fact-finding assessments (planning, fieldwork, reporting, and follow-up), in line with CRS safeguarding allegation management and fraud allegation management systems, applicable local laws, and donor regulations.
- Formulate statements of work for fact-finding assessments and provide monitoring and supervision for teams conducting such assessments to ensure outputs meet quality standards and are delivered according to established schedules.
- Oversee the preparation of fact-finding reports and lead the implementation of recommendations and corrective actions.
- Lead on the design and facilitation of awareness raising, training, and Institutional Capacity Strengthening Plans for CRS staff and partners in consideration of CRS and donor requirements on safeguarding and fraud prevention, detection, and response.
- Prepare presentations, communication materials, and analytics and learning reports on safeguarding and fraud prevention, detection, and response.
- Closely coordinate with CRS Ethics Unit to ensure continued learning and adherence to industry standards and good practice.

Basic Qualifications:

- Bachelor's degree required. Master's Degree in Business Administration, Social Work, Psychology, Law/Justice, or other relevant field preferred.
- Minimum of 5 years of work experience, ideally with an international organization, with progressive management responsibilities. At least 3 of these years entailing work on systems to prevent, detect and respond to misconduct.

Required Languages: English fluency is required. Arabic preferred. Any additional local language is a plus.

Travel: 50% in-country travel.

Knowledge, Skills, and Abilities:

- Strong relationship management skills.
- Strong analytical, organizational, and systems thinking skills.
- Ability to make a sound judgment.
- Ethical conduct in accordance with recognized professional and organizational codes of ethics.
- Proactive, resourceful and results-oriented, with the ability to manage multiple tasks in parallel and meet conflicting deadlines.
- Knowledge of systems to prevent, detect and respond to allegations of exploitation, abuse, and harassment, including sexual exploitation, sexual abuse, and sexual harassment.
- Knowledge of systems to prevent, detect and respond to allegations of fraudulent activity including unauthorized benefit, corruption, conflict of interest, and others.
- Demonstrated capacity to live and work in remote and insecure field locations with very basic amenities and adhere to strict safety and security procedures.

Preferred Qualifications:

- Mentoring, coaching, and training abilities using adult learning principles and practices.
- Professional accreditation in survivor-center approaches.

- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio) and information management systems.

Agency-wide Competencies (for all CRS Staff)

These are rooted in the mission, values, and guiding principles of CRS and are used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

Supervisory Responsibilities: None.

Key Working Relationships:

Internal: Country Representative, Head of Programming, Deputy Heads of Programming, Senior Operations Manager; Head of Human Resources, Programs and Operations Unit Leads, Safeguarding Focal Points, Gender and Safeguarding Working Group, and EARO and HQ Ethics Teams.

External: Donors, partners, national and local authorities, relevant clusters, and working groups.

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: *This job description is not an exhaustive list of the skill, efforts, duties, and responsibilities associated with the position.*

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal /professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

Application Submission

Interested candidates should apply through this link <https://form.jotform.com/222481101576551> Please open the link fill the form & drop a Non-refundable application letter and CV together with the names of three professional referees not later than September 23, 2022.

- Female candidates are highly encouraged to apply
- Only short-listed candidates will be contacted