



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB DESCRIPTION

Job Title:	Child Protection and Safeguarding Officer
Qualifications:	Degree in social sciences, Development studies, Psychology, Proven education or training skills related to Child protection, child Safeguarding, Case Management (protection), Prevention of Sexual Exploitation and Abuse, GBV, protection concepts, Human rights and Psychosocial Support or similar field.
Experience:	Preferably more than 2-3-year experience working with vulnerable groups (including children), experience in interaction with community members, knowledge of the Child protection and safeguarding concepts and related activities, including strong skills and desire to enforce productive teamwork through constructive coordination and collaboration .
Job Location:	Juba / Roving Position
Direct Supervisor:	ASPIRE Project Manager
Closing date:	22nd August 2024 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

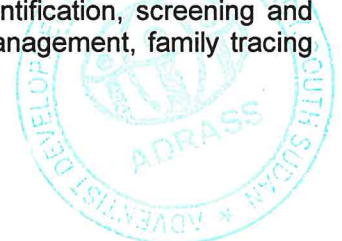
ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

Job Summary:

One of the outcomes of the ASPIRE project is **improved access, participation, learning and wellbeing of learners in safe, healthy, and inclusive learning environments**. The program will support screening and referrals for children including children with disability and by extension all at-risk children in schools and community to have access to psychosocial support, feel protected in their communities and have knowledge on their rights.

The Child Protection (CP) and Safeguarding Officer will oversee and led all the CP and safeguarding activities. He/she will design and deliver trainings with a range of stakeholders (e.g. children, PTAs, local government, colleague’s front line staff of other organisations). The position holder should therefore be able to demonstrate significant previous experience in child protection and safeguarding. He /She will take lead in initiating, developing, and planning of relevant CP systems, procedures including updating referral pathways. Facilitate identification, screening and referral of children with protection issues. He/ She will conduct case management, family tracing



and reunification of unaccompanied children and link children to appropriate services while working closely with the project staff and other stakeholders to help children improve their well-being and life skills. He/ She will be responsible of completing the 5Ws and populate the CP IMS on monthly basis. The position holder will uphold child protection standards, maintain confidentiality and ensure strict adherence to data protection principles guided by the Best Interest of the child and the Do No Harm principle.

He/ She will engage the local leaders, parents/guardians of children, and community members in awareness and other child protection and safeguarding activities that will help them to understand the children's rights and their needs for feeling protected in their communities. He/she will as well be submitting financial and narrative reporting on CP and safeguarding activities to the ASPIRE Project Manager, according to agreed timeframe.

As a child protection and safeguarding officer working with children, there are specific issues to give priority:

Child Protection:

The child protection and safeguarding officer needs to know about and practice Rights of Children, risks and good practices for child protection, know when to refer a case, where to refer it and how to refer it. Special emphasis needs to be given to corporal punishment in e.g. schools, communities and at home, and how to help children from experiencing such forms of abuse.

Training Stakeholders (Caregivers, parents, guardians, PTAs etc.)

Participatory therapeutic methods of learning will be used during the training, which will include brain storming, role play, storytelling among others.

Health Messaging:

Teach and observe that good hygiene and sanitation practices are being adhered to in schools, homes and school community if possible. This includes good use of toilets, keeping toilets clean, washing hands after using toilet and before eating food. Personal hygiene is also essential and needs to be promoted by integrating hygiene and sanitation sessions into school awareness activities.

Identification or protection issues and referral:

The child protection and safeguarding officer will identify children with protection, safeguarding-symptoms, disability and they know how they can refer the children for psychosocial support or referral to relevant treatment.

Child safeguarding:

He/ She will focus on personal safety for children, by protecting them from physical, emotional and sexual abuses including neglect and mob-violence.

Communication skills:

He/ She will need to have the knowledge of communication, because without good communications skills, they can do more harm than good to children.

Gender and culture:

The child protection and safeguarding officer will be expected to treat both adults and children with respect and dignity, regardless of gender, religious and ethnic affiliation.

Duties & Responsibilities:

Assist the ASPIRE Project Manager in the implementation of the child protection activities in the supported schools and community by ensuring that the activities are done in accordance to the



project timeline, budgets, international standards, and adherence to the achievement of the project objectives .

- Participate and conduct needs assessments to determine the needs of the children in relation to protection, safeguarding and health concerns in the supported schools and school community,
- Establish and strengthen community-based protection structures in the supported schools and school communities in coordination with the protection project where applicable
- Provide training on Child protection concept, SGBV, safeguarding, protection, vulnerability criteria etc. to members of community-based structures and other relevant duty bearers/stakeholders.
- Identification human rights violations and protection risks faced by children, including for children living with the elderly, orphans and those who are vulnerable at risk of dropping from school taking into account the aspect of confidentiality.
- Monitor and evaluate appropriate implementation of child protection and safeguarding activities against the ASPIRE program objectives and ADRA's Program Framework.
- Build good working relations with all stakeholders especially the government, local leaders, school administration, PTAs and other agencies in project operating Counties.
- Supervise and monitor referrals of children identified with safeguarding, protection and health issues in schools and community to the relevant service providers.
- Strengthen/update and disseminate referral pathways to ensure that all the stakeholders understand their roles in supporting safeguarding and protection related issues.
- Attend protection cluster, child protection area of responsibility and PSS working group meetings and share gaps identified for intervention.
- Prepare and produce weekly and monthly financial expenditure reports to be reviewed by the Project Manager.
- Abide by ADRA SS's protection and safeguarding policy and CP cluster led SOPs & guidelines of working with children in schools and community.
- Protect children from any harm in the community or their home.
- Help to educate the parents care givers and community members about safeguarding of children and children related policies.
- Sensitize children, parents and community members to understand some basics rights of children stated in the "Child Act of 2008 of South Sudan" and other related rights of children
- Ensure that all files containing sensitive data is securely stored and protected in accordance to ADRA Data protection policy.
- Complete and share narrative and financial reports for CP-and safeguarding activities at a time frame, agreed upon with your supervisor.
- Report any violation of the child protection policy of ADRA South Sudan to your supervisor immediately.
- Update the 5Ws and populate data on the CPIMS for the UASCs identified
- In collaboration with the MEAL department and the children in schools and community, develop a complaint and feedback mechanisms appropriate for children and maintain / update the complaint and feedback mechanism register for CP and safeguarding related issues received from schools and community
- Perform any other duties related to child protection activities, assigned by his/her supervisor.

Performance Indicators:

- Meet at least 80% of project work plan indicators.
- Conduct at least 80% of planned field activities.
- Ensure timely submission of reports.
- Well acquainted with the budget and project goals as a whole.
- Time management.
- Teamwork and developing others.
- Interpersonal and communication skills.



Other Valued Criteria:

- Willingness and flexibility to work as the leader of a team.
- Social and cultural understanding.
- Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs.
- Fluent in English required, both written and verbal, but also familiar with the locally spoken language in the project area, for better interaction with children and community members.
- Skills in planning and organizing.
- Ability to be approachable and provide a listening ear for all staff.
- Technical and analytical skills.
- Pro-active, innovative and creative skills.

INSTRUCTIONS FOR APPLICATIONS:

Interested candidates who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; jobs@adrasouthsudan.org or hand deliver to ADRA office in Juba .

Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant copies (NOT ORIGINALS) of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Safeguarding: ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff is required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

NON-COMPLIANCE TO THE ABOVE-MENTIONED DUTIES AND RESPONSIBILITIES MAY RESULT IN THE EMPLOYEE BEING REPRIMANDED, ISSUED WITH A WRITTEN WARNING OR CONTRACT BEING IMMEDIATELY TERMINATED.

