

Date: 7<sup>th</sup> January 2022



Re: Job advertisements: **Protection and Safeguarding Officer**

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. IRSS works in the following counties in South Sudan that include Central Equatoria, Eastern Equatoria, and Western Baher El-Ghazal and Warrap state of Tonj North. IRSS help the needy and the vulnerable regardless of race, religion or gender.

Applications are invited from 10<sup>th</sup> January 2022, from suitable candidates to fill in the position below with a base in Yei, Narus & **Warrap** as projects funds are being secured.

**BASE LOCATION: Juba, South Sudan (with frequent visits to the programme areas)**

**REPORTING TO: Country Director**

**LINE MANAGEMENT RESPONSIBILITIES:**

- NA

**JOB PURPOSE:**

The Gender and Safeguarding Officer is responsible to ensure safeguarding in all aspects of project implementation and plays an important and inspiring role in establishing/strengthening safeguarding procedures within organization and programs. The Gender and Safeguarding Officer will be responsible for providing support to the country director in implementation of the IRW's safeguarding policy and procedures, receive and manage concerns and safeguarding complaints in accordance with the policies. Together with Gender Protection and Inclusion Coordinator and M&E Coordinator, the Safeguarding Officer will develop measurable indicators to monitor safeguarding in all projects and integrate those with project monitoring and information system as well as ensure that the reporting system is aligned to track safeguarding data. He/she is required to enhance the capacity of implementing partners in IRW safeguarding procedures, policies and standards, Code of conduct and guidelines. He/she will establish community level complaints and feedback mechanisms that facilitate reporting of concerns by right-holders and promote their participation in project design and implementation.

**KEY WORKING RELATIONSHIPS**

- Has regular contact with the Country Director and works in close coordination with the head of programme, sectoral technical leads at country level and other programme staff at the field level
- Closely works with Gender, Protection and Inclusion team.



**MAIN OFFICE**

IR.SS. Along Unity Road  
Plot No.54, Block B-xvi  
Hai Cinema P.O Box 353

**WAU OFFICE**

Hai Darajat  
Tel: 0916287894  
0929732333

**WARRAP OFFICE**

Along the Warrap - Akop Road  
Tel: 09126287961

**KAPOTEA**

Narus Compound  
Diocese of Torit

Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
RRC Reg No.051



## **SCOPE AND AUTHORITY**

### **Scope of the Role:**

The Protection and Safeguarding Officer leads on the “Leave No One Behind,” Safeguarding and “Do No Harm” agendas to be integrated into all Islamic Relief South Sudan (IRSS) programmes, and ensures commitments towards Core Humanitarian Standards and Inclusion Charter are prioritized and mainstreamed. The candidate must have the ability to forge strong partnerships with key stakeholders to meet the programmes objectives. The candidate will champion and support others to ensure beneficiaries and communities that IRSS works with in the country are satisfied that IRW’s approach and project activities are inclusive and protective of the most vulnerable and marginalized.

## **KEY ACCOUNTABILITIES**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The following are the main responsibilities that the role holder will be accountable for:

### **Ensuring Safeguarding and Compliance**

- Take a lead role in raising awareness about Donors/IRW’s safeguarding policies (Safeguarding, Child Safeguarding, Complaints, and PSEA) and procedure, respective Code of Conducts, and other related policies.
- Ensure that programs and operations are measuring and mitigating safeguarding risks, integrating safeguarding into all activities including distribution centres.
- Establish community-level complaints and feedback mechanisms that facilitate reporting of concerns by right-holders.
- Receive safeguarding reports and respond in accordance with IRW’s procedures; provide referral or next step support and information, prioritizing a focus on the welfare and safety of the victim and survivor.
- Remain up to date with donor requirements related to safeguarding.

### **Capacity building of project team and stakeholders in safeguarding**

- Build the capacity of project team and partners in safeguarding.
- Assess safeguarding practices of partners and technically backstop them to integrate safeguarding programmatically and institutionally.
- Support to develop safeguarding related training curriculum and materials.
- Sensitize local stakeholders (LGs, farmer groups, local leaders, communities) in safeguarding.

### **Integrating Safeguarding in monitoring and evaluation**

- Assist in developing safeguarding indicators.
- Support in integrating safeguarding indicators in project monitoring system.





- Create, monitor, and support the implementation of a local safeguarding work plan.
- Regularly monitor safeguarding risks and measures and draw action plans to mitigate.

#### **Information, Coordination and Communication**

- Collect, compile, and prepare safeguarding related IEC materials to sensitize community and stakeholders,
- Co-ordinate with different level of governmental and non-governmental institutions and stakeholders.
- Communicate with consortium organization and local implementing partners for safeguarding mainstreaming.
- Promote participation of the right-holders so that they can provide input on the program design and implementation.

#### **Safeguarding Impact analysis and reporting**

- Undertake safeguarding impact analysis of the project.
- Prepare safeguarding related reports and case studies.
- Assist Project Coordinator in integrating safeguarding outcomes in quarterly and annual reports.
- Support to integrate safeguarding outcomes in reporting system of implementing partners.

#### **Work Health, Security and Safety (WHSS)**

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security, and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters which may affect workplace health, security, and safety to their supervisor
- Correctly using any information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

#### **Others**

- Any other duties assigned by the Supervisor.





## **PERSON SPECIFICATION**

It is essential that the post holder shows a good understanding and sympathy with Islamic values and principles as well as commitment to Islamic Relief Worldwide vision, mission and core values.

### **Experience, Competencies and Qualifications**

#### **Required Competencies**

##### **Knowledge**

- Bachelor's degree in social science, Rural Development, Gender Studies, Development Studies or equivalent.
- At least 2- 3 years of similar experiences in development projects. Experience as Safeguarding Officer in humanitarian and cash transfer/voucher projects is highly preferred.

##### **Key competencies and experience:**

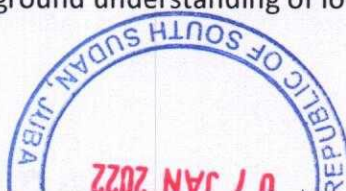
- An interest in the well-being of children, young people and vulnerable adult safeguarding matters.
- A willingness to challenge opinion, where necessary, and to drive the safeguarding agenda.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards children, young people and people at risk.
- Necessary skills and commitment to taking on additional role.
- Sufficient level of seniority. If not available the focal point will require support from a senior responsible officer who has the necessary status and authority within the country management team to ensure the policy is implemented effectively.
- Professional competences and experience of working directly with the local communities.
- Awareness of appropriate international conventions and legal frameworks.
- Fluent in local language and English.
- Good communication skills

*In countries with a wide geographic area, a number of focal points, possibly one in each project location, should be appointed as necessary, which will be led and coordinated by the local safeguarding focal point.*

#### **Duties and responsibilities include:**

Receiving safeguarding concerns and complaints

- Act as a first point of contact for staff and beneficiaries on all child protection/ protection & safeguarding issues.
- Responsibility for escalating a concern to the CD and Internal Audit and/or the global safeguarding lead at IRW.
- Engage safeguarding networks to ground understanding of local and national safeguarding issues.





- Provide advice and support to staff concerning safeguarding issues and decide what action to take in line of safeguarding policies and procedures.
- Ensure all staff, representatives and staff of partner agencies are made aware of the contact details of their respective focal points for receiving safeguarding concerns/complaints.
- Lead the mapping process to identify local safeguarding resources, child welfare specialists, health and law enforcement stakeholders and attend the relevant coordination meetings.
- Make appropriate referral to organisations/law enforcement agencies that can provide emergency and ongoing support to cases of violence, sexual exploitation and abuse.
- Maintain basic management and statistical information to give a local picture of the extent and nature of reported violence, sexual exploitation and abuse, compliant with confidentiality and data protection.
- Engaged on local safeguarding, child protection and protection clusters and forums to be update on local developments and changes.

Provide overall support to the implementation of the Safeguarding Policy.

- Support country directors in implementing the Safeguarding Policy and Procedures.
- Work with programme managers and programme heads to ensure that safeguarding of all ages and abilities is being prioritised by the country office in all activities and programmes.
- Monitor safeguarding risks associated with the design and implementation of projects and take appropriate protective actions.
- Ensure that all new recruits receive a thorough safeguarding induction and arrange for relevant capacity building of staff.
- Ensure that awareness is regularly raised amongst beneficiaries (especially children and people at risk) on the Safeguarding Policy and mechanisms for raising concerns / complaints about staff.
- Provide technical and co-coordinating support to the team of focal points to ensure standardised approaches are taken, lessons learned are documented and disseminated, and safeguarding expertise is built.
- A strong interest and understanding in gender and social changes issues in communities.
- An ability to involve men, women, children, and others across all groups in achieving change in communities.
- Proven experience or interest in organizing and facilitating trainings.
- Ability to maintain confidence and not to share any information about individual safeguarding cases, even in situations where colleagues or partners show a particular interest.
- Good communication skill in English language [both written and spoken].
- Able to cope with diverse working climate and work pressure.





**If you are the right candidate for the above role and can clearly demonstrate your ability to meet the qualification given, submit your application attached CV to Islamic Relief South Sudan Programme. Along Unity Rd Hai, Cinema-Juba South Sudan near Solidarities office. Or send to [IRSS.Recruitment@islamic-relief.com.ss](mailto:IRSS.Recruitment@islamic-relief.com.ss)/you can call +211 922 680 303**

**This position is open for nationals; Women are strongly encouraged to apply**

**Only short listed candidates will be contacted.**

**Deadline: 28<sup>th</sup> January 2022, 4:00 PM**

