



South Sudan  
**JOB VACANCY**

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APPROVED  
02/03/2026  
MINISTER OF  
REPUBLIC OF SOUTH SUDAN

**Position Title:** Roving Safeguarding Officer

**Location:** Juba

**Reports to:** Area Manager-South Sudan

**Supervises:** MEAL Coordinator with dotted line to HR Manager.

**About RI:**

Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach, which we call the RI Way, emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

**Position Purpose:**

Safeguarding is an organizational priority and a shared responsibility for everyone working with RI. It requires the full commitment of all staff to ensure the safety, dignity, and well-being of the people we serve.

The Safeguarding Officer will lead and strengthen safeguarding efforts across the RI Field Office in Upper Nile. This includes coordinating and overseeing safeguarding procedures, building staff capacity, and monitoring implementation to ensure compliance and accountability in line with RI's Safeguarding and PSEA policies. The Safeguarding Officer will also serve as the primary focal point for receiving and responding to safeguarding concerns.

**Main Responsibilities**

- Promote and champion Safeguarding, PSEA, and Child Protection policies and procedures across all project locations, ensuring compliance with organizational and donor standards.



- Ensure that cases of suspected or actual child protection, safeguarding, or PSEA concerns are reported within 24 hours using organizational safeguarding reporting procedures and immediately escalated to the MEAL Coordinator and senior management as per SOPs.
- Respond appropriately and sensitively to safeguarding disclosures or concerns and ensure immediate protective actions are taken in line with internal procedures.
- Maintain accurate, confidential, and up-to-date documentation of all safeguarding and sensitive complaints cases, ensuring secure data storage and restricted access in coordination with the MEAL Coordinator.
- Work closely with the MEAL Coordinator to ensure safeguarding and PSEA risks are integrated into risk registers, monitoring tools, and reporting frameworks.
- Oversee the implementation and strengthening of the Complaints and Feedback Mechanism (CFM) at project level, ensuring it is accessible, confidential, inclusive, gender-sensitive, and child-friendly.
- Establish and monitor multiple safe reporting channels (e.g., hotline, suggestion boxes, help desks, community focal persons) and ensure communities are regularly sensitized on how to use them safely.
- Ensure timely registration, categorization, referral, and resolution of complaints in line with SOPs and accountability standards.
- Ensure that SEA, child abuse, fraud, and misconduct complaints are immediately escalated to the MEAL Coordinator and Country Management following safeguarding procedures.
- Produce monthly safeguarding and CFM reports (including trends analysis, response timelines, and case status updates) and submit to the MEAL Coordinator.
- Support safeguarding and PSEA investigations and case management processes in coordination with HR, senior management, and the MEAL Coordinator.
- Coordinate multi-sectoral and multi-agency approaches to prevent and respond to safeguarding and PSEA issues affecting children and vulnerable adults.
- Contribute to professional risk and needs assessments concerning children, caregivers, and vulnerable adults in line with humanitarian protection standards including project safety audits.
- Ensure survivors of abuse or exploitation are supported confidentially and referred to appropriate services (health, psychosocial, legal, protection actors).



- Maintain strict confidentiality and ensure all staff uphold data protection principles during safeguarding and CFM processes.
- Conduct regular staff and community trainings on Safeguarding, PSEA, Code of Conduct, and CFM procedures, with technical guidance from the MEAL Coordinator.
- Lead safeguarding onboarding processes for new staff (in-person and remote), including Code of Conduct signing and orientation on reporting pathways
- Liaise with safeguarding and CFM focal points across project sites to ensure consistent implementation and compliance.
- Participate in Accountability, Protection, and Safeguarding coordination meetings as required.

### **Systems Compliance and Improvement**

- RI South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from the program manager or Country office.

### **Policy compliance – Mandatory Reporting Policy (MRP)**

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct and other RI Policies are reported in accordance to the RI Reporting mechanism. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

### **Note:**

- The role of the Safeguarding Officer cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the Health Officer will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.



## **QUALIFICATIONS AND EXPERIENCE:**

### **Essential:**

- University degree in social work, development studies, psychology or equivalent social sciences,
- Minimum of 2-3 years' experience in safeguarding, GBV, and PSEA as well as child protection practice within a government or NGO setting.
- Experience in the role of advocacy or policy implementation either in the field of Child Protection/Safeguarding/PSEA or Human Resources to achieve policy change and compliance.
- Extensive experience in building personal internal and external networks.
- Experience and ability to plan and undertake training programmes/workshops in safeguarding and PSEA at a range of levels (e.g. field workers, managers, senior managers, representatives, and decision-makers)
- Ability to liaise and provide technical support to the Safeguarding coordinator/manager in aspects of the delivery of sensitive Safeguarding and safe programs.
- Strong communication, interpersonal, and report-writing skills.
- Ability to provide remote support and establish supportive relationships and networks.
- Ability to travel and work within challenging environments
- Support the Safeguarding Coordinator in undertaking complex Safeguarding and PSEA investigations, and or disciplinary investigations based on request

### **Desirable Experience**

- Evidence of professional expertise, personal development and learning in the field of vulnerable adults and childcare.
- Experience in work-related travel in challenging environments
- Professional Experience, Knowledge & Understanding of Experience working in the field of Child Protection, Safeguarding, and PSEA policy with relevant qualifications.
- Excellent verbal and written communication skills, including telephone manners, tact, diplomacy, and confidentiality.



**We would like to share Relief International's values with you:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

**GENERAL CONDITIONS:**

- Applicant must not be a person with bad records or have been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child Abuse cases.

**POLICY COMPLIANCE AND IMPROVEMENT:**

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct and other RI Policies are reported in accordance to the RI Reporting mechanism. The reporting of violations is an obligation on the part of all Staff members.
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## APPLICATION SUBMISSION CRITERIA

### HOW TO APPLY:

- Aspiring potential interested applicants should submit application letter, CV and copies of academic documents to:

[recruitments@ri.org](mailto:recruitments@ri.org) (all documents as one attachment, less than 5mbs) Subject line clearly marked with the, Vacancy number: RI-SSD-HR-2026-JB01 and the Position Title

**Or**

All above mentioned documents in a sealed envelope to Relief International office in Juba Na-Bari Plot 347, Block 2-K or field offices Longechuk/Mathiang, Maiwut, Jikmir, Maban, Renk, Melut.

- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis)
- Deadline: 20<sup>th</sup> March 2026: 4pm SSD local time
- Only shortlisted applicants will be contacted within two weeks of closing date.

