



South Sudan

JOB VACANCY

50-H-3
mol
Approved
Tmm
16/09/2024

Job Title: Safeguarding Officer
Location: Based in Renk, Supporting Melute and Maban field offices.
Reports to: Safeguarding Coordinator
In Direct Report: HR manager
Vacancy NO. **RNK-SO-2024-09-10-288N**



About Relief International:

Relief International is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing.

People living in fragile settings face complex, interconnected and deep-rooted crises that often tear a hole in the social fabric of communities. When this happens, our teams work closely with community leaders; first focusing on critical health needs, and then, as communities recover, focusing on both health and wellbeing programming that helps reweave the social fabric for greater resilience in the future.

Our team of more than 5,000 staff and local volunteers work in 16 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that is safe, truly local, conflict sensitive, climate smart, evidence based, and reaches those in need.

Relief International is a 60-year-old international NGO alliance that is the product of mergers and alliances between four organizations. Today, Relief International is comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, all of which are led by a single senior leadership team of RI.

Position Purpose:

Safeguarding is an organizational priority and vital for everyone who works with RI, It requires full commitment from all staff to ensure the safety and well-being of people we are working with. The safeguarding officer will take a lead in driving our endeavors in this key-focused area of work across the RI field office Upper Nile, coordinating and overseeing safeguarding procedures, capacity building, and monitoring whilst enforcing compliance and accountability aspects of advocacy in line with safeguarding and PSEA policy and as well as acting as a first point of contact for anyone with concerns.

Main Responsibilities



- Encourage good practice by promoting and championing the Safeguarding, PSEA, child protection policy and procedures.
- Ensure that cases of suspected, actual child protection, or safeguarding concerns are reported within 24 hours using RI safeguarding reporting procedures.
- Ensure that all staff is fully trained in safeguarding and PSEA policies and knows how to spot and raise concerns and how to maintain an effective staff supervision program.
- Respond appropriately to disclosures or concerns that relate to the well-being of people experiencing safeguarding issues and provide alerts to the Safeguarding Coordinator when it happen.
- Maintain accurate, confidential, and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.
- Undergoing regular refresher training to ensure their safeguarding knowledge is as up-to-date as possible and in line with safeguarding guidance.
- Ensure that adequate reporting and recording systems/mechanisms are in place.
- Being aware of any children or adults who require specific safeguarding needs and have specific vulnerabilities.
- Contribute to professional assessments of need and risk concerning parents and caregivers using the Local Authority procedures for children and adults in need and significant harm.
- Coordinate the multi-agency approach to prevent and address Safeguarding and PSEA issues with children and adults in need
- Maintain confidentiality at all times, and ensure all staff maintain appropriate confidentiality during safeguarding processes.
- Attend and participate in Safeguarding/PSEA Conferences and Planning and Review meetings.
- Compiling Safeguarding monthly report from all the focal point and share with Safeguarding coordinator.
- Support the Safeguarding coordinator in the planning and delivery of safeguarding training, including induction and refresher training.
- Ensure that vulnerable people who are victims of abuse and maltreatment are supported appropriately and sensitively and that all actions assigned for planning and intervention meetings are successfully carried out and monitored
- Liaise with the Safeguarding focal point and ensure they have access to all necessary information for reporting procedures.
- Lead all Safeguarding on boarding processes for new staff based in person and remotely.
- Support the safeguarding and PSEA investigation and case management.

Systems Compliance and Improvement (5%)

- 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): (5%)

- 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.



Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

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

Application submission criteria

How to apply:

- Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope or email, Subject line clearly marked with the, with the Vacancy number and the Position Title. to Relief International office in Renk, Juba any RI Office or by Email to; recruitments@ri.org
- 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)
- Only shortlisted applicants will be contacted within two weeks of closing date.
- Note that applications once submitted are not returnable.
- Deadline: **4th October 2024-4:30 pm SSD local time**

