Together we can beat poverty for good. Will you join us?

SAFEGUARDING ADVISER

PROGRAMMES

Closing Date: TBC

Vacancy Type: Fixed term

Vacancy Reference: TBC

**Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our** [**values**](https://www.oxfam.org.uk/what-we-do/about-us/how-we-work/our-goals-and-values) **are recruited to work for us.**

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](https://www.schr.info/the-misconduct-disclosure-scheme).  In line with this Scheme, we will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

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**Shaping a stronger Oxfam for people living in poverty.**

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| About oxfam |

Oxfam is a global community who believe poverty isn’t inevitable. It’s an injustice that can be overcome. We are shop volunteers, women’s right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won’t stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](http://www.oxfam.org/).

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2015 the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 1.2 million people across South Sudan with life-saving sustainable assistance. The Oxfam Humanitarian and Development programme currently operates through 12 field bases in the former Jonglei State (5 bases), Unity State, Upper Nile State, Western Bahr El Ghazal State, Lakes State, Central Equatoria State, Eastern Equatoria State, and Upper Nile State.

Gender justice programming is a mainstream in all the work we do and standalone gender justice projects are being developed. Oxfam works in partnerships where possible and aims to increase the number of women’s rights organizations partnered to 40% by 2019.

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| our team |

To help deliver Oxfam’s strategy and programme to protect those we work with from sexual exploitation and abuse perpetrated by Oxfam representatives.He/she will support management in coordinating the implementation of Oxfam’s safeguarding policies and procedures at country-level. He/she will thus play an essential part in promoting good practice and helping the organization and Country Programme reach the highest safeguarding standards by our staff, volunteers, partners, related personnel, beneficiaries and contractors, as well as for the communities where we work.

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| job purpose |

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| what the recruiting manager has to say about the role?  |

This role is pivotal to promote Oxfam’s branding in county. The postholder will provide Programme technical advice and expertise across the country to ensure we have the right people in the right place at the right time and all staff feel supported to do their work. Staff on this role ensure that Programmes helps to develop a culture of trust with better understanding of Oxfam policies and procedures.

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| core details |
| **Location:** | Juba, South Sudan |
| **Salary:** | Competitive salary package |
| **Internal Grade:** | C1Global |
| **Division** | International | **Job Family:** | Programme |
| **Contract type:** | Fixed Term. |
| **Hours of work:** | http://www.workingfamilies.org.uk/wp-content/uploads/2015/09/Happy-To-Talk-Flexible-Working-cropped-616x290.jpg 40 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage |
| **This role reports to:** | Country Director |
| **Staff reporting to this post:** | Safeguarding Officer |
| **Annual budget for the post:** | GBP 5,000  |
| **Key relationships/interactions:** | OXFAM South Sudan Senior Management Team (SMT); OGB SG Team; Culture Change Lead; Country SG focal points; OI HECA Regional SG Adviser; Country PSEA group; Gender and Protection thematic leads, Safeguarding Shared Service. |
| **Screening checks:** | All successful candidates will be screened through [Refinitiv World-Check One](https://www.refinitiv.com/en/products/world-check-kyc-screening/world-check-one-kyc-verification) to comply with counter terrorism and financial sanctions regulations. |
| **References:** | Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history. |
| **DBS checks (for roles based in the UK):**It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law). |  |

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| key responsibilities |

**Dimensions include:**

* Respond to and where appropriate support the OGB safeguarding team to investigate all allegations of sexual exploitation and abuse
* Providing professional safeguarding advice to senior managers.
* Influencing the development of strategy and supporting and delivering its operational implementation.
* Developing solutions to diverse and complex safeguarding problems within organisational policy.
* Interpreting and applying operational and specialist information from a variety of sources.
* Contributing to and influencing operational planning and ensure that SG plans are adequately resourced.
* Influencing managers, staff and volunteers and developing effective networks with external bodies, i.e. participate in and contribute to PSEA/safeguarding networks, GBV Sub cluster, and/or Protection cluster/network meetings.
* Ensuring Safeguarding investigation protocols are performed to a high standard and consistently checked for their relevance and standards.
* Implementing Safeguarding best practice which is legally compliant.

 **key Responsibilities**

* Member of country senior management team with responsibility for advising senior managers and other technical teams on SG related issues and processes
* Initiate set-up and manage PSEA group convening relevant focal points in INGOs operating in South Sudan and/or play key role in engaging with the existing one
* Design and deliver training in line with safeguarding shared service materials on awareness raising and other capacity building activities for staff, volunteers, and others across Oxfam in South Sudan.
* Provide support and guidance to staff/others on safeguarding policies and procedures, including reporting mechanisms and the safeguarding case management process.
* Support and work alongside Safeguarding Focal Points in developing training, awareness raising measures, reporting mechanisms and other safeguarding procedures
* Sensitively receive complaints and refer all of them within 24 hours to the Safeguarding Team at Oxfam GB
* Support Oxfam GB’s Safeguarding Team with Safeguarding Investigations
* Support the Country Team in developing an understanding of the information needs of Oxfam staff, counterparts and beneficiaries in relation to safeguarding.
* Support and work alongside the relevant Technical Teams e.g. Gender, Protection, Human Resources and the Safeguarding Team at Oxfam GB and Regional Safeguarding Advisor HECA to create and maintain information on local referral pathways for survivors (to include medical, psychosocial, legal, security).
* Facilitate access to first line support for survivors and witnesses, including referral to medical, psychosocial, legal and security services.
* Work with technical teams to engage the community and Partners on the design of accessible Safeguarding reporting mechanisms and raise awareness of these reporting mechanisms in the community.
* Support Oxfam GB Safeguarding Advisors to conduct risk assessments in country
* Support Program Teams to mitigate Safeguarding risks in program activities (including reviewing programme risk assessments)
* In collaboration with Human Resources, promote amongst employees (including managers) best Safeguarding practice, awareness of Safeguarding policies and procedures including safer recruitment, as well as reporting options
* Support Country Director, Oxfam GB Safeguarding Team and Regional Safeguarding Advisors to shape Oxfam South Sudan’s Safeguarding strategy, implement safeguarding policies, and report back to Country Leadership Team on progress.
* Report Safeguarding initiatives carried out, such as training and awareness-raising to the Country Director and Oxfam GB Safeguarding Team

**Other**

* Required to adhere to Oxfam’s principles and [values](https://login.salesforce.com/?ec=302&startURL=%2F0060N00000XTrqu) as well as the promotion of [gender justice and women's rights](https://policy-practice.oxfam.org.uk/our-work/gender-justice#855afbea-dfa4-4084-a924-2e7d160e8a85)
* Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

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| Person specification  | **How this will be assessed?[[1]](#footnote-1)** |
| **Right Pointing Backhand Index Note to candidates:** Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](https://oxfamwebcdn.azureedge.net/-/media/Files/OGB/What%20we%20do/About%20us/Plans%20reports%20and%20policies/documents/OxfamCodeofConduct.ashx). | **Shortlisting** | **Interview** | **Presentation** | **Other<please specify)** |
| **Key Organisational Attributes** |  |  |  |  |
| Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities. |  | ***x*** |  |  |
| Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women’s rights, and diversity for all aspects of development work. |  | ***x*** |  |  |
| Commitment to undertake Oxfam’s safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible |  | ***x*** |  |  |
| **Organisational Values** |  |  |  |  |
| **Accountability** – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions |  | ***x*** |  |  |
| **Empowerment** – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen |  | ***x*** |  |  |
| **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences |  | ***x*** |  |  |
| **[Oxfam Leadership Competencies](#_OXFAM_LEADERSHIP_COMPETENCY)** 1. Focus on overall impact of work rather on only department area of operations.
2. Getting more familiar with the complex systems and environment.
3. Working more and more with teams.
4. Understanding and getting familiar with the cross function’s linkage and coordination.
 | **Shortlisting** | **Interview** | **Presentation** | **Other<please specify)** |
| 1. Strategic thinking: Focus on wider system and feed learnings to wider programme
 |  | x |  |  |
| 1. Strengthening the system: Focus on wider system and feed learnings to wider programme
 |  | *x* |  |  |
| 1. Solution Oriented: Solutions to functions problems/challenges support to overall country programs.
 |  | *x* |  |  |
| **Essential - Experience, Knowledge, Qualifications & Competencies** |  |  |  |  |
| * Minimum of10 years of HR/OD Management experience in a leadership position in an international setting with a proven track record and a degree level education (from a recognized university) in a relevant subject.
 | *x* |  |  |  |
| * Experience of leading and managing conflict resolution.
 | *x* |  |  |  |
| * Experience of developing and managing budgets.
 | *x* |  | *x* |  |
| * Ability to reflect and effect a gender and diversity sensitive human resources policy.
 |  | *x* |  |  |
| * Able to function in high pressure situations while maintaining emotional control.
 |  | *x* |  |  |
| * Good written and spoken English
 |  | *x* | *x* |  |
| * Standard keyboard skills with knowledge of Microsoft suite
 | *x* |  |  |  |
| * Ability to work cooperatively in a cross-cultural setting, fast-paced and difficult emergency context
 |  | *x* |  |  |
| **Desirable**  |  |  |  |  |
| * Able to influence and inspire confidence using professional knowledge and expertise
 |  | x |  |  |
| * Understanding of trends and developments in the relevant field
 |  | x |  |  |
| * Proven experience in working in Humanitarian context
 | x |  |  |  |
| * Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
 |  | x  |  |  |
| * Experience of developing and working with HR Information Systems
 | x |  |  |  |

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| how to find out more about us |

* Find out more about our pay & benefits [here](file:///C%3A%5CUsers%5Crorina.OGBINT%5CDownloads%5C%E2%80%A2%09http%3A%5Cwww.oxfam.org.uk%5Cwhat-we-do%5Cabout-us%5Cworking-at-oxfam%5Cwhat-oxfam-offers). Get a feel of what it is like to work at Oxfam [here](file:///C%3A%5CUsers%5Crorina.OGBINT%5CDownloads%5C%E2%80%A2%09http%3A%5Cwww.oxfam.org.uk%5Cwhat-we-do%5Cabout-us%5Cworking-at-oxfam%5Clife-at-oxfam).
* Look at our ‘How to apply’ section for helpful tips [here](http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job).
* Technical glitch? If you have any issues when submitting your application, please contact recruitmentteam@oxfam.org.uk
* We are unable to accept prospective applications, but you can sign up for our job alerts [here](https://jobs.oxfam.org.uk/alertregister/)
* External applicants: <https://jobs.oxfam.org.uk>, Internal applicants:<https://jobs.oxfam.org.uk/internal>
* Find out about everything we do [here](http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job).

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| follow us |

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# **Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.**

# OXFAM LEADERSHIP COMPETENCY FRAMEWORK - For your information only. Please use criteria in the ‘Person Specification’ section to demonstrate your suitability for the role.

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| **Competencies**  | **Description** |
| **Decisiveness** | We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs. |
| **Influencing** | We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner. |
| **Humility** | We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization. |
| **Relationship Building** | We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization. |
| **Listening** | We are good listeners who can see where deeper levels of thought and tacit assumptions differ. Our messages to others are clear, and consider different preferences. |
| **Mutual Accountability** | We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner. |
| **Agility, Complexity, and Ambiguity** | We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways. |
| **Systems Thinking** | We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions. |
| **Strategic Thinking and Judgment** | We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values. |
| **Vision Setting** | We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders. |
| **Self-Awareness** | We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.  |
| **Enabling** | We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support. |

1. Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications. [↑](#footnote-ref-1)