

# EXTERNAL JOB VACANCY

Vacancy NO. 2-Jub-2022-10-23- N

**Job Title:** Safeguarding Coordinator (1 Post)  
**Location:** Juba With frequent travel to RI field locations  
**Duration:** 12 Months with possible extension, depending on availability of funding  
**Reports to:** Country Director, technical reporting line – Global Safeguarding Manager  
**Start Date:** ASAP  
**Eligibility:** South Sudanese National only (with ability to travel to all RI locations in country)

**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.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

## Position summary:

The Safeguarding Coordinator is responsible for leading the integration of Relief International safeguarding strategy into the country program. The role holder will have direct liaison and support from the Global Safeguarding Manager based in the GSO team. The Safeguarding Coordinator will play a key role in protecting RI staffs, adults in vulnerable situations and children from sexual exploitation, harassment, harm and abuse. The staff will be instrumental in embedding an organizational culture that is committed to protecting program participant, staff, partners from harm.





#### **SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

##### **Receive, report and support safeguarding incidents and concerns:**

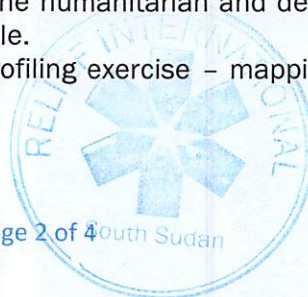
- Receive safeguarding concerns, assess the information to ascertain if immediate assistance is required.
- Report the incident to the GSO via the reporting mechanism.
- Carry out basic fact-finding/fact-checking with oversight from the Global Safeguarding Manager.
- Where appropriate co-lead on investigations with the Safeguarding Team during investigations
- Co-chair/lead meetings and/or panels regarding safeguarding incidents and communicate clearly with stakeholders, ensure risk management processes are undertaken, document all actions/decisions
- Analyze and review reporting trends and themes in investigations in conjunction with the Global Safeguarding Manager
- Map and establish relationships with local support services and agencies to facilitate the referral of incidents
- Ensuring Country Director and SMT aware on our progress against the Country Safeguarding Strategy and taking appropriate actions as necessary.

##### **Advocate for and raise awareness of safeguarding**

- Contextualize Safeguarding awareness raising materials to ensure RI policies are understood in the South Sudanese context. This will include activities involving local leaders and councils in understanding 'Safeguarding' from the community context to strengthen local implementation of RI policies.
- Raise awareness with communities on the behaviour they should expect from RI staff and partners and how and when to report concerns.
- Raise awareness of safeguarding with staff and partners ensuring they understand their role and responsibility in protecting community members;
- Facilitate safeguarding workshops and training with communities, staff and partners
- Induct new staff ensuring they are socialized into the safeguarding policies and the safeguarding culture of the organization.
- Ensure the official Safeguarding Posters and other materials are displayed in all offices and programs
- Coordinate field focal points regarding requirements around awareness raising activities and support required

##### **Lead the wider implementation of safeguarding policies and procedures**

- Facilitate the structural embedding of safeguarding across country operations:
- Make sure that the Safeguarding Programme is aligned with existing commitments and standards for safeguarding in the humanitarian and development sector and is anchored in the 'do no harm' principle.
- Complete an annual country risk profiling exercise – mapping internal and external safeguarding risks.





- Lead the annual safeguarding self-audit - assessing how near or far the operation is from fulfilling its safeguarding commitments in coordination with technical manager and internal stakeholders
- Populate an annual safeguarding action plan. Using the findings of the self-audit to inform the actions to work towards in the following 12 months.
- Coordinate and work in partnership with other members of program delivery, including HR to ensure safeguarding is built into all aspects of country programs with support of Global Safeguarding Manager

### Learning & Development

- Assist in planning and delivering the safeguarding L&D interventions in collaboration with Human Resources department.
- Cooperate with the Program Managers to implement capacity building of the program staffs on safeguarding initiatives and motivate staff.
- Works closely with each strategic lead and associated stakeholders to provide support and progresses the project plan;
- Participates in external safeguarding networks to access resources and share best practice; i.e. Interaction PSEA group as the PSEA focal, Bond Safeguarding group, INGO Safeguarding Leads, Peer Safeguarding INGO group; and
- Monitors, communicates, and reports on overall progress of the programme from safeguarding point of view and ensuring key stakeholders and senior leaders stay updated and informed.

### Note:

- The role of the **Safeguarding Coordinator** 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 **Safeguarding Coordinator** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

### Qualification and Minimum Requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- A Bachelor's degree or equivalent experience in a field related to humanitarian assistance and international development, law, political Science, development studies, gender studies, social work etc.
- Knowledge on current legislation in South Sudan, statutory and other guidance with regards to safeguarding, child and adult protection,
- 2-3 years' experience in protection and/or safeguarding program design and implementation in fragile context settings, experience in South Sudan would be preferred
- Proven experience responding to and managing sensitive protection / safeguarding matters in a confidential manner
- Some experience developing safeguarding resource materials, including guidance, tools, and best practices



- Experience in providing training to staff on safeguarding, and protection
- Sound knowledge and understanding of organizational Code of Conduct, Child Protection Policy and Sexual Exploitation and Abuse (SEA) policy
- Knowledge of safeguarding investigation process and practice standards. Practical experience in leading/supporting safeguarding investigations preferred
- Excellent organizational, interpersonal and communication skills.
- Excellent knowledge on gender and diversity
- Fluent spoken and written English. Arabic desired.
- Demonstrable coordination skills and able to build and sustain trust with individuals and teams.
- A team builder with excellent people skills; culturally sensitive and has the ability and interest to identify and work with a multicultural team.

**Languages:** Fluency in English and Arabic. Local language is an asset

**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 clearly marked **1-Jub-2023-01-10-N** to Relief International office in **Juba**

**Or by Email to; [recruitments@ri.org](mailto: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**

**Deadline: [Jan 30, 2023, 4:30 pm SSD local time](#)**

- Only shortlisted applicants will be contacted

