

SAFEGUARDING COORDINATOR

JOB DETAILS

DIVISION: Operations	TEAM: Country Team
LOCATION: Juba, South Sudan	CONTRACT TYPE: Fixed Term
GRADE: C Z2 National	JOB FAMILY: Programme
SALARY: Choose an item. As per Oxfam's salary scale	HOURS: 40 Hours per week
<p>TEAM PURPOSE: Oxfam's work is guided by the above values of empowerment, accountability, and inclusiveness. It is essential that in all our work we uphold the highest standard of conduct in our staff, volunteers, partners, and other associates. We have a duty of care to protect anyone who encounters our work, particularly our beneficiaries, from sexual harassment, exploitation or abuse. Safeguarding (also known internationally as PSEAH) is the work we do to prevent from SEAH to happen and to ensure that all allegations of this nature are taken seriously and investigated; that there are serious consequences for those who carry out these abuses; and promote a safe environment in which we are all responsible for challenging harassment, abuse and exploitation. Oxfam's unique, dedicated Safeguarding team pioneers work to address this issue.</p> <p>JOB PURPOSE: To deliver Oxfam's strategy and programme to protect our staff, affiliated personnel, and those we work with from sexual harassment, exploitation and abuse perpetrated by Oxfam representatives, representatives of Oxfam Partners and suppliers. He/she will support the management in coordinating the implementation of Oxfam's safeguarding policies and procedures at the country level. He/she will thus play an essential part in promoting good practice and helping the organization and Country Programme reaches the highest safeguarding standards by our staff, volunteers, partners, related personnel, Communities in need (beneficiaries), and contractors/Suppliers, as well as for the communities where we work. The safeguarding coordinator will represent Oxfam in South Sudan in the National PSEAH working group and makes sure to coordinate also with the management of the Oxfam Programme Offices in the different regions where Oxfam is implementing its projects and programmes.</p> <p>This role is responsible for the implementation of One Oxfam global policies on safeguarding and reviewing and monitoring the implementation of South Sudan's safeguarding strategy and action plan. The role supports Oxfam South Sudan's impact locally, regionally, continentally, and globally to ensure all.</p>	
POST HOLDER REPORTS TO	Country Director
JOBS REPORTING TO THIS POST	NIL
BUDGET RESPONSIBILITY	Yes
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> ➤ Prevention of SEAH to happen by ensuring all new staff, partner staff, and all people associated with Oxfam's work learn about PSEAH (mandatory training for staff, if needed to translate training material in Amharic); ➤ Ensures that the communities where Oxfam works are aware of SEAH and where and how they can report, in collaboration with Project and Programme Teams. ➤ Reports any suspicion in relation to safeguarding to the Country Director and in agreement with the CD to the Oxfam Safeguarding Team. ➤ Respond to and where appropriate support the OGB safeguarding team to investigate all allegations of sexual harassment, exploitation, and abuse. ➤ Providing professional safeguarding advice to senior managers. 	

- Influencing the development of strategy and supporting and delivering the implementation of its operations.
- Contributing to and influencing operational planning and ensuring that SG plans are adequately resourced.
- Influencing managers, staff, and volunteers and developing effective internal networks, coordinating with external bodies, i.e. participating in and contributing to PSEAH/safeguarding networks, Subcluster, and/or Protection cluster/network meetings.
- Implementing Safeguarding best practices which is legally compliant

RESPONSIBILITIES

Due to the extremely fluid context in South Sudan, the responsibilities and working locations for this role are subject to change based on evolving needs. The post-holder must, therefore, maintain flexibility and be prepared to travel widely across South Sudan, as security and access permit.

- Member of the country senior management team with responsibility for advising senior managers and technical teams on SG-related issues and processes
- Play a key role in engaging with the existing South Sudan PSEA Network and ensure learning from the engagement feeds into the safeguarding work of Oxfam South Sudan
- Design and deliver training in line with safeguarding shared service materials on awareness raising and other capacity-building activities for staff, affiliated person volunteers, Communities in need (Beneficiaries), 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 materials and awareness-raising measures, reporting mechanisms, and other safeguarding procedures
- Sensitively receive complaints and refer all of them, in collaboration with the CD, within 24 hours to the Safeguarding Team at Oxfam GB
- Support Oxfam GB's Safeguarding Team (if needed) 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, the Safeguarding Team at Oxfam GB, Regional Safeguarding Advisor HECA, local GBV Sub-cluster, and local PSEA Network to create and maintain information on local referral pathways for survivors (to include medical, psychological, legal, and security support as needed).
- Facilitate access to first line support for survivors and witnesses, including refer medical, psychosocial, legal, and security services.
- Work with technical teams such as MEAL to engage the community and Partners on design of accessible Safeguarding reporting mechanisms and raise awareness of these reporting mechanisms in the community.
- Support Oxfam GB Safeguarding Advisors to conduct Safeguarding and programming risk assessments in the 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 practices, awareness of Safeguarding policies and procedures including safer recruitment, as well as reporting options.
- Support the 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 the 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 Others
- Required to adhere to Oxfam's principles and values as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety, and staff health and wellbeing principles.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY and EMPOWERMENT** (read more about these [here](#)).
- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to [the Code of Conduct](#)):

<p>1. Be committed to our feminist principles, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."</p>	<p>2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.</p>
---	--

Experience, Knowledge & Competencies

<p>Essential Competencies</p> <ul style="list-style-type: none"> ➤ Experience working with children and adults who have witnessed or experienced exploitation and abuse and working to prevent sexual exploitation and abuse. ➤ Master's degree or bachelor's degree in social sciences and humanities, including but not limited to development studies, law, sociology, international relations, and related fields ➤ Minimum of five years' experience in safeguarding / PSEA, protection, gender, GBV, or related fields. ➤ A clear understanding of sexual harassment, exploitation, and (child) abuse risk factors (such as gender and power inequalities) ➤ Demonstrable experience in working with survivors of sexual violence. ➤ Skilled in identifying and mitigating risks ➤ Strong facilitation and presentation skills ➤ Excellent written and spoken English. ➤ Strong IT skills ➤ Excellent communication skills, especially active listening ➤ Ability to work collaboratively with a wide range of stakeholders and influence using a variety of different styles, considering cultural differences ➤ Commitment to upholding and modelling Oxfam's values, demonstrating integrity, diplomacy, professionalism, reliability and resilience always. ➤ Ability to quickly build personal rapport and trust. ➤ Empathy for the challenges survivors face in reporting and the pressure an investigation places on all stakeholders, including the alleged perpetrator and management ➤ Ability to think analytically, draw logical conclusion and evidence points made ➤ High degree of organizational ability, working well under pressure and to deadlines ➤ Strong and clear communicator and public speaker, capable of delivering messages appropriately to a variety of audiences, building a sense of passion and engagement. ➤ Excellent self-awareness and understanding of the need for self-care. ➤ Able to work professionally and with a high degree of confidentiality always
<p>Desirable</p> <ul style="list-style-type: none"> ➤ Working in an I or INGO or UN agency. ➤ Working in challenging field locations e.g. refugee camps and IDP camps ➤ Working in different locations or having good knowledge of cultural contexts ➤ Strong and clear communicator and public speaker, capable of delivering messages appropriately to a variety of audiences, building a sense of passion and engagement. ➤ Experience in safeguarding investigation.

➤ Knowledge of and experience in the South Sudan context

Safer recruitment: All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what [this means here](#).

DBS CHECK REQUIRED Choose an item.

FOR HR USE ONLY

Graded and reviewed by:

Job Title:

Date: