



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

- Job Title:** Safeguarding Specialist
- Qualification:** Bachelor's or master's degree in social work, Sociology, Development Studies, Public Administration, or related field
- Experience:** 7 years' experience in social safeguards, GBV Programming, PSEA and SEA/SH
- Job Location:** Juba/Roving
- Supervisor:** Project Coordinator
- Closing date:** 18th December 2025 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan's thematic areas are health, education, food security and livelihood and emergency response.

ADRA's Motto: *Justice. Compassion. Love*

ADRA's Values: *Courageous. Compassionate. Connected*

JOB SUMMARY:

The Social Safeguard Specialist will ensure the identification, mitigation, and monitoring of social risks associated with Component Three of SSWSEEP, including GBV Helpline (445), Safehouse operations, and related project activities. The role aims to protect vulnerable populations, ensure compliance with national policies and World Bank ESS standards, and integrate survivor-centered approaches, including PSEA, SEA/SH, child safeguarding, and Do No Harm principles. The Specialist will also focus on building government capacity for long-term institutionalization, developing standard operating procedures, tools, and policies that enable sustainable MGCSW-led social safeguarding systems.



DUTIES & RESPONSIBILITIES:

1. Social Safeguard Risk Assessment & Mitigation

- Conduct thorough social risk assessments for all Component Three activities, identifying risks related to GBV, SEA/SH, exclusion, discrimination, and vulnerable populations.
- Develop and implement mitigation strategies, including operational guidelines, referral pathways, and safety measures.
- Monitor implementation of risk mitigation strategies at state, county, payam, and site levels.
- Ensure integration of social safeguards into all project documentation, tools, and reporting templates.

2. GRM, PSEA & SEA/SH Integration

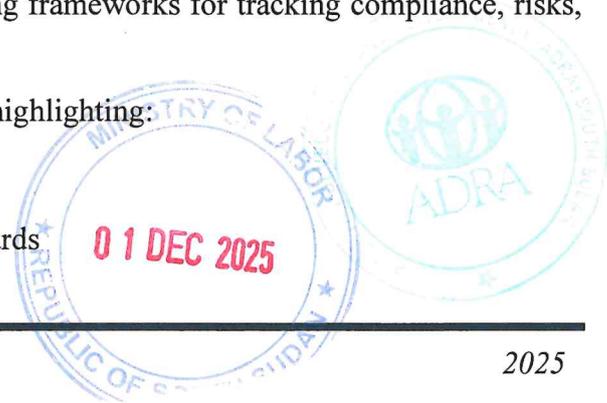
- Ensure all project activities comply with SSWSEEP GRM, PSEA, SEA/SH, and World Bank ESS10 guidelines.
- Support the GRM committees at all levels in incorporating social safeguards, ensuring 60–70% female representation where feasible.
- Develop a GRM model for the safehouse (where a committee might not be the best option)
- Track, monitor, and report incidents of SEA/SH, GBV, or other social grievances, ensuring confidentiality and survivor-centered handling.
- Collaborate with GBV Helpline and Safehouse teams to ensure timely referrals and follow-up.

3. Capacity Building & Institutionalization

- Organize and facilitate training for component Three staff on the SEA/SH risk, available reporting mechanisms, available response services,
- Provide input to training materials, SOPs, manuals, and job aids for MGCSW and implementing partners on social safeguards, SEA/SH, PSEA, and inclusive participation.
- Conduct mentoring, shadowing, and on-the-job coaching to build government staff competency in social risk identification, mitigation, and reporting.
- Facilitate government-led monitoring systems, ensuring social safeguard measures are institutionalized for long-term sustainability.

4. Monitoring, Reporting & Compliance

- Design and maintain social safeguard monitoring frameworks for tracking compliance, risks, and mitigation effectiveness.
- Produce monthly, quarterly, and annual reports highlighting:
 - Incidents recorded and mitigated
 - Compliance with social safeguard standards





- Stakeholder engagement and inclusion metrics
- Recommendations for system improvements
- Ensure alignment of all reporting with World Bank, SSWSEEP, and MGCSW accountability standards.

5. Community Engagement & Stakeholder Coordination

- Support community consultation processes to ensure inclusion of vulnerable groups, women, youth, and PwDs.
- Facilitate stakeholder engagement between MGCSW, local authorities, implementing partners, civil society, and communities to strengthen social safeguard systems.
- Document and disseminate lessons learned and best practices to enhance project design and inform national policies.

6. Sustainability & Exit Planning

- Develop a handover roadmap for MGCSW, including social safeguard SOPs, operational manuals, and monitoring tools.
- Ensure gradual government adoption of social safeguard roles, reporting structures, and oversight mechanisms.
- Conduct capacity assessments and readiness evaluations to track government preparedness for independent management of social safeguards.

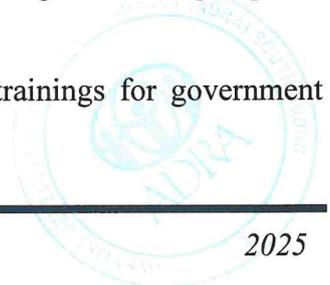
Expected Outputs – Social Safeguard Specialist (SSWSEEP Component Three)

1. Social Safeguard Framework & SOPs

- Develop comprehensive, government-aligned SOPs covering social risk management, PSEA, SEA/SH, child safeguarding, inclusion, and protection principles.
- Ensure integration of SOPs with GRM, GBV Helpline (445), Safehouse operations, and case management workflows.
- Include decision-making trees, risk assessment templates, reporting lines, and escalation protocols to ensure consistent handling of social risks across all project sites.
- SOPs to be aligned with WB ESS standards (ESS1, ESS4, ESS10), SSWSEEP guidelines, and survivor-centered approaches, including Do No Harm and LIVES principles.

2. Capacity-Building Packages

- Develop training manuals, facilitator guides, checklists, mentoring logs, and competency assessment tools tailored for MGCSW and implementing partner staff.
- Document skills transfer and capacity-building outcomes, including shadowing reports, practical exercises completed, and performance evaluations.
- Deliver hands-on mentoring, on-the-job coaching, and refresher trainings for government staff to ensure operational independence.



- Establish a competency-based certification or verification process for staff who have achieved readiness for independent social safeguards management.

3. Monitoring & Reporting Tools

- Create a social safeguard monitoring framework with clear indicators, data collection templates, dashboards, and reporting formats for monthly, quarterly, and annual reviews.
- Develop compliance tracking tools for PSEA, SEA/SH, and other safeguarding requirements, ensuring alignment with WB ESS standards and SSWSEEP GRM protocols.
- Ensure the monitoring system includes risk scoring, early warning signals, high-risk case alerts, and trend analysis, feeding directly into PMU and MGCSW decision-making.
- Produce analytical reports that summarize compliance, gaps, incidents, community feedback, and recommended mitigation measures.

4. Community Engagement & Feedback Reports

- Document community consultations, focus groups, and beneficiary feedback sessions, ensuring the inclusion of vulnerable groups such as women, PwDs, adolescents, and displaced populations.
- Record participation metrics, inclusivity indicators, and satisfaction levels to assess social impact and project acceptability.
- Provide evidence-based recommendations to enhance project design, risk mitigation, social inclusion, and responsiveness to community needs.
- Ensure findings feed into adaptive management, informing adjustments to project implementation, safeguards compliance, and beneficiary engagement.

5. Sustainability & Handover Package

- Develop a comprehensive government handover package including SOPs, training manuals, monitoring tools, reporting templates, and guidance on social safeguard operations.
- Prepare an exit and sustainability roadmap outlining timelines, milestones, and verification criteria for MGCSW to fully assume operational and oversight responsibilities.
- Conduct a government readiness assessment, evaluating capacity, institutional gaps, risk mitigation measures, and policy integration for long-term sustainability.
- Provide lessons learned, best practice notes, and improvement recommendations to support national scale-up and institutionalization of social safeguards within GBV and SSWSEEP operations.



Required skills:

- Demonstrated experience in capacity building, institutional strengthening, and government systems integration.
- Knowledge of World Bank ESS, SSWSEEP GRM, GBV, and Safehouse operations.
- Proficiency in data collection, analysis, MS Office, and dashboard/report generation tools.
- Strong communication, reporting, and stakeholder engagement skills.
- Fluency in English; local language proficiency is an asset.
- Willingness to travel across project states and administrative areas, including remote and high-risk locations.

PERFORMANCE INDICATORS:

1. Meet at least 75% of project work plan indicators.
2. Complete at least 75% of planned field activities.
3. Ensure timely submission of all sites reports.
4. Time management

INSTRUCTIONS FOR APPLICATIONS:

All applications should be delivery to ADRA office-Juba or by email to jobs@adrasouthsudan.org
Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. The CVs will be reviewed on a rolling basis

SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.



