

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

# ROVING SAFEGUARDING OFFICER 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](#) 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](#). 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.



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

### 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](#).

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.

### OUR TEAM

The team is responsible to ensure we protect those we work with from sexual exploitation and abuse. The position will support management in coordinating the implementation of Oxfam's safeguarding policies and procedures under the Oxfam South Sudan Hunger Response Strategy for 2022 aimed at addressing the extreme food insecurity needs of the affected populations. The position will thus play an essential part in promoting good practice and helping the Response 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.

### JOB PURPOSE

The purpose of the Roving Safeguarding Officer role is to support senior management in coordinating the development and implementation of Oxfam's safeguarding policies and procedures at country-level. The Safeguarding Officer 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.

## WHAT THE RECRUITING MANAGER HAS TO SAY ABOUT THE ROLE?

To ensure that Oxfam in South Sudan has the management, technical and logistical capacity to manage its humanitarian, resilience and sustainable development work.

### CORE DETAILS


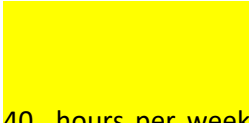
**Location:** Juba, South Sudan

**Salary:** Competitive salary package

**Internal Grade:** D1 National

**Division:** National                      **Job Family:** Programme

**Contract type:** Fixed Term.

**Hours of work:**  **happy to talk flexible working**  **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 with reporting matrix to Response Manager

**Staff reporting to this post:** All teams in field locations

**Annual budget for the post:**

**Key relationships/interactions:** OXFAM South Sudan Response Team, Country Technical teams, Field staff, Safeguarding Shared Service.

**Screening checks:** All successful candidates will be screened through [Refinitiv World-Check One](#) 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).

## KEY RESPONSIBILITIES

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Sensitively receive safeguarding complaints and related information, and report these concerns, in accordance with Oxfam SOPs, to the Executing Affiliate's SG Team/Lead;
- Facilitate referral of survivor(s) for immediate, professional assistance, and keep complainant(s)/survivor(s) informed of case progress in case of investigations, as appropriate;
- Maintain overview of referral pathways in-country, in collaboration with the Protection teams and monitor care provided to victims/survivors;
- Where appropriate, and as requested by EA Safeguarding Team/Lead, provide logistical or other support during safeguarding queries and investigations;
- Actively Participate in and contribute to PSEA networks; Share learning with country teams and EA safeguarding leads
- Engage externally with partners and related personnel to ensure and promote safeguarding best practice
- Support the Country Team to embed safeguarding throughout the team's work, including programmes
- Engage with relevant teams in-country, particularly funding, to ensure safeguarding is properly resourced
- Conduct awareness raising sessions on safeguarding policies and procedures, complaints mechanisms and process, roles and responsibilities of Oxfam staff in safeguarding.
- In collaboration with Human Resources, conduct safeguarding awareness training (e.g. on how to recognise harassment and SEA) and induction for all new staff, and refresher trainings for all staff on a regular basis;
- Support provision of safeguarding training and awareness raising sessions for staff of partner organisations and suppliers;
- Work with program teams in the field to ensure volunteers, interns, consultants and enumerators receive briefing on Oxfam's Code of conduct and Safeguarding;
- Facilitate and support awareness-raising campaigns with beneficiaries and local communities on Safeguarding, the standards of conduct expected of Oxfam in [country]'s staff, and the various complaints mechanisms for raising Safeguarding allegations or concerns, including contact details (including, as applicable, in an inter-agency context);
- Work with HR and other relevant personnel (e.g. gender, [child] protection) on Safeguarding related aspects, including ensuring that all personnel sign the code of conduct and that screening for past Safeguarding violations is a regular part of the recruitment process;
- Pro-actively link with and learn from safeguarding staff in other organisations in the country;
- Coordinate Oxfam in [country]'s participation in safeguarding activities with other relevant organizations, including in inter-agency initiatives, and represent Oxfam at PSEA/Safeguarding networks, work with other organizations to form local PSEA/Safeguarding networks: work with Protection and Gender staff in country to represent Oxfam at GBV Sub-cluster and/or Protection cluster/Network meetings, or to form local GBV networks;
- Act as (co-)chair/coordinator of inter-agency PSEA Network (or similar), as appropriate;
- Develop/ Periodically review country safeguarding strategy, and plan of action for approval by SMT
- Supervise and support (part-time) Safeguarding Focal Points in field locations within the country;
- Provide regular reports and revisions to work plans on safeguarding activities, incorporating feedback on progress, lessons learnt, gaps and possible mitigation;
- Conduct periodic assessments of implementation of One Oxfam safeguarding policies and practices in [country] and suggest improvements to senior management;
- Undertake safeguarding risk assessments and monitoring, including through consultations with communities, in a safe, timely and effective manner while maintaining high levels of confidentiality, and support implementation of risk mitigation and safe programming plans;

- Work with other relevant teams, such as protection, MEL, gender, communications, programmes, and fundraising, on integrating safeguarding into all aspects of Oxfam in [country]’s work;

## TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE

### Essential

- University degree in social sciences, social work or community development, Human Rights, Political studies, and other relevant studies
- 5 years of sectorial experience or relevant experience in humanitarian protection work
- Able to work independently in hard-to-reach areas
- Leadership and coordination skills
- Written/spoken English, Arabic is an added advantage
- Excellent understanding of protection and community-based approach
- Computer knowledge
- Strong interpersonal and communication skills
- Be able to work to tight deadlines and under pressure
- Able to operate in extremely harsh living and working environment
- Highly developed cultural awareness and ability to work well with people of diverse backgrounds and cultures
- Willingness to work and travel in country, often under difficult and insecure environments, for up to 80% of time

### Behavioural competencies (based on Oxfam’s Leadership Model)

Practice Category	Leadership Practice	Description
Self	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 behaviours to control and channel our impulses for good purposes. We self-moderate appropriately to different context thereby optimizing our ability to achieve goals.
	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 organisation. We work to achieve goals together not just individually.
Seeing the ‘big picture’	Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organisation and we set high-level direction through a visioning process that engages the organisation and diverse external stakeholders. Clarity in our communication of vision allows others to focus on delivery and their contribution to the wider changes we seek.
	Systems Thinking	We view problems as parts of an overall system and our contributions to change in 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 intended and unintended consequences of organisational decisions and actions.

	Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organisational strategies and values
	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. We develop strategies to maximise adaptability and agility, encourage forward thinking, new ideas and learning from experience.
Relationship Skills	Listening	We are good active listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
	Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation 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.
	Relationship Building	We understand the importance of building relationship, within and outside the organisation. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
	Enabling	We all work to effectively empower and enable others to deliver the organisations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.
Ability to Deliver results	Mutual Accountability	We can explain our decisions and how we have taken them based on our organisational values. We are ready to be held to account for our actions and how we behave, as we are also holding others to account in a consistent manner.
	Decisiveness	We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs. We recognize that decisions may not always lead to the results we seek but enable us to continually learn and improve.

PERSON SPECIFICATION	How this will be assessed? <sup>1</sup>			
 <b>Note to candidates:</b> 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 <a href="#">here</a> .	Shortlisting	Interview	Presentation	Other <please specify>
<b>Key Organisational Attributes</b>				
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		
<b>Organisational Values</b>				
<b>Accountability</b> – 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		
<b>Empowerment</b> – 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		

<sup>1</sup> 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.



<p><b>Inclusiveness</b> – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences</p>		x		
<p><u>Oxfam Leadership Competencies</u></p> <ol style="list-style-type: none"> <li>1. Focus on overall impact of work rather on only department area of operations.</li> <li>2. Getting more familiar with the complex systems and environment.</li> <li>3. Working more and more with teams.</li> <li>4. Understanding and getting familiar with the cross function’s linkage and coordination.</li> </ol>	Shortlisting	Interview	Presentation	Other (please specify)
<ul style="list-style-type: none"> <li>• Strategic thinking: Focus on wider system and feed learnings to wider programme</li> </ul>		x		
<ul style="list-style-type: none"> <li>• Strengthening the system: Focus on wider system and feed learnings to wider programme</li> </ul>		x		
<ul style="list-style-type: none"> <li>• Solution Oriented: Solutions to functions problems/challenges support to overall country programs.</li> </ul>		x		
<b>Essential - Experience, Knowledge, Qualifications &amp; Competencies</b>				
<ul style="list-style-type: none"> <li>• Minimum of 10 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.</li> </ul>	x			
<ul style="list-style-type: none"> <li>• Experience of leading and managing conflict resolution.</li> </ul>	x			
<ul style="list-style-type: none"> <li>• Experience of developing and managing budgets.</li> </ul>	x		x	
<ul style="list-style-type: none"> <li>• Ability to reflect and effect a gender and diversity sensitive human resources policy.</li> </ul>		x		
<ul style="list-style-type: none"> <li>• Able to function in high pressure situations while maintaining emotional control.</li> </ul>		x		
<ul style="list-style-type: none"> <li>• Good written and spoken English</li> </ul>		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		
<b>Desirable</b>				
• 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			

## HOW TO FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- Look at our 'How to apply' section for helpful tips [here](#).
- Technical glitch? If you have any issues when submitting your application, please contact [recruitmentteam@oxfam.org.uk](mailto:recruitmentteam@oxfam.org.uk)
- We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

## FOLLOW US



**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.**

Competencies	Description
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	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.
<b>Humility</b>	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.
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<b>Listening</b>	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.
<b>Mutual Accountability</b>	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.
<b>Agility, Complexity, and Ambiguity</b>	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.
<b>Systems Thinking</b>	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.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	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.
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<b>Enabling</b>	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.
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