



ADRA Safeguarding Officer Job Description

A. Background

Abuse of power by aid workers is a serious concern in the development and humanitarian community and represents one of the most egregious failures of protection. As a network whose purpose is to serve humanity so all may live as God intended by honoring the dignity and integrity of everyone, ADRA is committed to ensuring high standards of safeguarding by integrating safeguarding measures across the network and our work.

Safeguarding is a key priority for the ADRA network and its work. ADRA's strategic approach to safeguarding focuses on accountability for all and mainstreaming safeguarding across the organization, its partners, and anyone else who represents the organization. All ADRA staff must uphold the Code of Conduct and have a personal responsibility to safeguard and to contribute to a safe and respectful environment in workplaces and programs.

The ultimate responsibility for safeguarding in ADRA workplaces and programs lies with Country Directors, local ADRA Boards, and the Safeguarding Office at ADRA International. The Country Director will be accountable and responsible for the Safeguarding Officers (SOs).

SOs will play a strategic and important role in the safeguarding process. The aim of having SOs across the ADRA network is to create a safe, inclusive, and respectful working environment for all individuals engaged in ADRA workplaces and programs. The SO in conjunction with the Safeguarding Task Force will help to establish a culture of safeguarding by integrating it into the daily activities of all who represent ADRA within their country office.

The SO will lead the specific tasks listed below in Section B. The tasks for a SO are in addition to a staff member's existing role. Responsibility for an SO's work is coordinated between the Country Directors and the ADRA International Safeguarding Office. The SO role is likely to take up to 25% of the SO's time in the first year.

Due to the focus on mainstreaming across all departments, programs and ways of working, each SO will also identify individuals to be part of a country safeguarding task force. Where necessary SOs will be able to draw on the resources, skills, experiences and perspectives of the country safeguarding task force in the delivery of their tasks.

Section One

B. Safeguarding Officer Role

The SOs play an important and inspiring role in establishing and strengthening safeguarding procedures, facilitating dialogue, and driving change within ADRA to create safe programs and workplaces. With the support of the safeguarding country task forces, SOs will be responsible for working with colleagues, partners and communities to deliver specific tasks as per this job description. It is not expected that the SOs will complete all tasks simultaneously or within one year. The tasks should be prioritized and delivered in stages in line with ADRA's safeguarding strategy. Broadly, the focus will be on two areas:

- Compliance with ADRA safeguarding policies and standards; and
- Culture within the ADRA workplace and programs.

Becoming a SO is an exciting opportunity to learn about safeguarding, to spearhead an important initiative, and to work with colleagues across ADRA (within your country, regionally and globally)!

C. Key Responsibilities for Safeguarding Officers

1. Take a lead role in raising awareness about ADRA's safeguarding policies and procedures, including the Code of Conduct and other related policies, and provide/coordinate training for ADRA Representatives, including partner staff and volunteers, on these measures.
2. In liaison with HR, develop (where necessary) and conduct regular reviews of ADRA's safe recruitment procedures, ensuring they are locally-appropriate, understood and owned, and in line with donor and ADRA Network requirements.
3. In liaison with HR and Programs (MEAL), develop, maintain and roll out an organizational report handling procedure that is in line with ADRA's Global Reporting Procedures and local data protection policies.
4. Work with departmental staff to ensure that programmes and operations are measuring and mitigating safeguarding risks, integrating safeguarding measures into all activities. Support on proposal development upon request.
5. Work with M&E Managers/Focal Points in ADRA's partner offices to ensure that M&E activities incorporate a specific component to monitor safeguarding risks and measures.
6. Promote the participation of affected populations so they can provide input on the program design and implementation, and are made aware of the organization's

PSEA measures and Code of Conduct, and of their right to protection including how they would raise a concern about Sexual Exploitation and Abuse (SEA).

7. Work with Programmes Directors and relevant staff in ADRA partner offices to establish community-level complaints mechanisms that facilitate reporting of concerns by beneficiaries.
8. Receive safeguarding reports and respond in accordance with ADRA's procedures; provide referral or next step support and information, prioritizing a focus on the welfare and safety of the victim and survivor.
9. Monitor the progress of all cases. Uphold data protection requirements and the confidentiality of all cases and monitor process progress only. Note: Procedures should be led by HR and/or delegated authority.
10. Coordinate logistics and administration of any investigation procedures into safeguarding/SEA incidents upholding data protection requirements throughout. Maintain a focus on the welfare and safety of the victim and survivor throughout the investigation process. This may include providing next step support and information. Note: Depending on the case, the actual investigations and associated recommendations will be led by external investigators or trained internal investigators.
11. Create, monitor, and support the implementation of a local safeguarding work plan. Coordinate regular reports to ADRA senior management and the ADRA Safeguarding Office on the implementation and review of safeguarding measures.
12. Remain up-to-date with donor requirements related to safeguarding.
13. Participate in relevant safeguarding sector-wide working groups.
14. With relevant leadership / management staff, facilitate regular discussions within the workplace, with partners, and communities as appropriate on key topics related to safeguarding and protection from sexual exploitation, abuse and harassment (PSEAH).
15. Ensure that staff in specific locations remain aware of changes and keep detailed, accurate and up-to-date information about local, available services and their quality for referrals and signposting when necessary. Create and share an internal log to monitor information on services and who is managing it.
16. Build relationships with colleagues and others to receive regular analysis of safeguarding risks, issues and trends (this can include non-written information, through observations and conversations). Lead ad hoc research on risks, issues and trends as required or as risks are identified.

D. Requirements for Safeguarding Officer

- A strong belief and interest in the importance of keeping all individuals in ADRA workplaces and programs safe from abuse and harm.
- A personality that can inspire others to work together to maintain a safe, secure and open culture in ADRA workplaces and programs.
- Strong communication and collaboration skills, notably the ability to present complex issues and required action in a simple, relevant, appropriate and practical way.
- A strong interest and understanding in gender and social change issues in communities.
- An ability to involve men, women, children and others across all groups in achieving change in communities.
- Negotiation skills and proven experience or interest in organizing and facilitating dialogues in communities, in the workplace and with partners.
- Demonstrated ability to motivate and inspire staff, partners and other stakeholders with diverse backgrounds.
- Team player who can develop strong collaborative relations across the organization, partners and communities.
- Proven experience or interest in organizing and facilitating trainings.
- Ability to maintain confidence and not to share any information about individual safeguarding cases, even in situations where colleagues or partners show a particular interest.

E. Desired Skills for Safeguarding Officer

- Existing relationships with partners and other key stakeholders across the country.
- Experience or interest in protection from PSEAH, gender and inclusion, gender-based violence (GBV) and / or child protection programming.
- Strong writing skills.
- Ability to follow policy and procedure in all situations, even in situations where there may be influence or obstacles from others. (Training on safeguarding policy and procedures will be provided as part of the safeguarding support project).

Section Two

F. Key Responsibilities for Country Director

As per the ADRA safeguarding policies, the compliance and accountability for safeguarding within a country office ultimately lies with the country director. There is zero tolerance for sexual exploitation and abuse and sexual harassment within ADRA and the country director plays a key role in facilitating and upholding a working environment and programs that are safe and secure. Key responsibilities in fulfilling this role are detailed below:

1. Support the SO (and task force where relevant) in the design, monitoring, and delivery of the country office safeguarding plan of action. This includes requiring meetings or updates from SO on action plan progress.
2. Support with investigation logistics and resourcing (as necessary) and remaining up-to-date on the details of particular cases (only engaging on cases with individuals who are privy to confidential case information and in line with data protection policy).
3. Uphold ADRA Accreditation and Licensing criterion on accountability, quality and humanitarian standards.
4. Uphold the ADRA country office responsibility to meet humanitarian standards, including upholding the commitments made in the [InterAction CEP Pledge to Action on Preventing Sexual Abuse, Exploitation and Harassment by NGO Staff](#) and referring to the [IASC 2018 Strategy on Protection and Response to Sexual Exploitation and Abuse and Sexual Harassment](#).
5. Ensure that the country office is compliant with donor safeguarding requirements.
6. Attend safeguarding training and seek out / access other related training or mentoring / technical support as required.
7. Promote a transparent and accountable culture across the country office reinforcing and showing by example that ADRA has zero tolerance for sexual abuse, exploitation and harassment.
8. Remain up-to-date with safeguarding trends and risks across the country office and lead or attend discussions with the leadership team on safeguarding risks and mitigation procedures (this does NOT include discussion on specific cases).
9. In line with the safeguarding action plan, ensure that safeguarding is reflected in different department strategies and work plans. This includes ensuring safe recruitment procedures, continuous vetting and updated training of staff.

G. Country Safeguarding Task Force Nomination

To uphold ADRA's approach to safeguarding mainstreaming and accountability across all departments, a safeguarding task force will be in place to support the SO in the delivery of their tasks. We anticipate that the time commitment for the task force will decrease as measures are implemented.

To qualify for this safeguarding project support, **applications for SOs will only be deemed complete if they are accompanied by a list of members of the country safeguarding task force.**

The country safeguarding task force should include a minimum of three individuals (no maximum) and between them they should have the skills and experiences below:

- Experience or interest in protection from PSEAH, gender and inclusion, gender-based violence (GBV) and / or child protection programming.
- HR skills, background and experience.
- Experience in program design and implementation, including monitoring and evaluation.
- Country Office leadership and authority.
- Understanding of relevant donor safeguarding requirements.
- Strong writing skills.