

## JOB ADVERTISEMENT

### CARITAS INTERNATIONALIS

is searching for

### *Safeguarding Officer*

This is an exciting opportunity to join Caritas Internationalis' General Secretariat Team to contribute to the cross-cutting work we do in protecting and promoting the human dignity of every person all over the world and in strengthening safeguarding policies and systems of our Member organisations.

If you have experience in safeguarding, protection of children and vulnerable adults, and are energetic and committed to working in a team and in partnership, please get in touch. We'd love to hear from you.

#### **Mission**

The *Safeguarding Officer* will support the work of Caritas Internationalis on safeguarding, as a key cross-cutting component of the Confederation's mission at all levels. S/he will work in close cooperation with the Senior Safeguarding Officer in the management of complaints, collection of data from Member Organisations (MOs) and Regions, identification of trends and development of internal and external reports, and in the development and review of safeguarding policies and tools. In cooperation with the Confederation Development Department, the Safeguarding Officer will contribute to accompany Member Organisations and Regional Secretariats, especially the most in need, in their Safeguarding assessment process, and in strengthening their safeguarding systems. S/he will also contribute to develop and facilitate training for MOs and Regions. This role will report to the Secretary general, and work closely with the Senior Safeguarding officer, the Confederation Development Department, as well as other Departments of the General Secretariat.

*Caritas Internationalis* (CI) is a Catholic non-profit organisation, a Confederation of 162 Members in seven different Regions spread all over the world. The mission entrusted to *Caritas Internationalis* and its network of National Member Organisations is to work for the dignity of the human person, in particular the poor and the neediest, to contribute to the promotion of integral human development, to coordinate the humanitarian responses of its members in order to save lives and rebuild the affected communities, thus helping to spread charity and justice in the world in the light of the Gospel and of the teaching of the Catholic Church.

<b>Type of contract</b>	Fixed-term contract - 2 years (full time) with the possibility of being extended to permanent.
<b>Work place</b>	<i>Caritas Internationalis</i> , General Secretariat – Vatican City
<b>Package</b>	Competitive, tax free if you are or become resident in Italy

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**Job position:** Safeguarding Officer

**Job title and functional level:** Officer - Level 8

**Line Manager:** Secretary General

**Work relationship:** Senior Safeguarding Officer

**Work Place:** Caritas Internationalis General Secretariat, Vatican City

### Main responsibilities

- To support the development and participate in the implementation and facilitation of Safeguarding training modules for Regions and Member Organisations (MOs), in coordination with Regional Secretariats and Safeguarding Confederation's working structures;
- To respond to MOs' and Regions' specific needs and requests, and accompany those who request it in their safeguarding assessment process and in strengthening their safeguarding systems;
- To contribute to the development and review of Safeguarding institutional tools and policies;
- To support in data collection from Regions and MOs, analysis of trends and development of reports;
- To support the management of complaints received by or escalated to CI from their reception to closure, advising and supporting MOs and Regional Secretariats on specific complaints-related issues;
- To contribute to the work and activities of the Safeguarding working group and CI related structures.

### Main requirements

- University degree in relevant field of study (social work, political sciences, law, psychology, etc.);
- 3 to 5 years of relevant experience (safeguarding, protection, etc.); with preference to working in an international context; NGO experience is a strong asset;
- Working proficiency in written and oral English; knowledge of French and/or Spanish is a strong asset;
- Good experience supporting strategy and programs related to protection and safeguarding across a global organisation, with a good understanding of key areas including child and vulnerable adults' protection;
- Knowledge and/or experience in conducting objective investigations of staff misconduct;
- Good knowledge of the humanitarian sector and principles (IASC; SCHR; CHS; IHL; Sphere);
- Experience in creating and rolling out culturally sensitive training and capacity-building programs, materials, and communications;
- Capacity to work in a diverse team and in multicultural environment with a spirit of respect and service;
- Capacity and willingness to work with discretion regarding matters of high confidentiality or importance;
- Adaptability, flexibility and availability to travel in different countries, even with short-term notice;
- Proficient computer skills and experience working with Microsoft Office software;
- Demonstrable empathy and respect for the faith and values of the Catholic Church;
- Understanding of, and commitment to, the principles of Catholic Social Teaching.

*This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification.*

Vatican City, 19 April 2024

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Please send the **CV**, the **cover letter** (English language) and the **Job Application** by **10<sup>th</sup> May 2024 (12:00 Rome time)** to the attention of **Dr. Yari Bergamasco**, *Human Resources & Legal Affairs Manager*, to [hr@caritas.va](mailto:hr@caritas.va).

Please, note that the **interviews** for this position will be held by **30 June 2024**. Details will be communicated to shortlisted candidates later.

*Come and join us and help make a real difference in the lives of the world's poorest communities.*

*Caritas Internationalis is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outline the expected behaviour and the responsibility of all staff. We follow safe recruitment practices according to our Safeguarding Policies.*

*Any candidate offered a job at Caritas Internationalis is expected to sign a Code of Ethics and a Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.*

**PLEASE COMPLETE THE FORM BELOW TO APPLY FOR A POSITION WITH US**

**FULL NAME**

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Name	Last name

**CURRENT ADDRESS**

<input type="text"/>	
Street Address	
<input type="text"/>	<input type="text"/>
City	State

**E-MAIL ADDRESS**

**PHONE**

**APPLY FOR POSITION**

**DATE**

**SIGNATURE**

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