

## Job Description

**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 – Palazzo San Calisto

### Main responsibilities

#### 1. Institutional Development and Capacity Strengthening

*In close coordination with the Department in charge of institutional development and capacity strengthening:*

- 1.1 To support in the development and implementation of targeted Safeguarding trainings for Regions and Member Organisations (MOs), in coordination with Regional Secretariats and Safeguarding Confederation's working structures;
- 1.2 To participate in the facilitation of Safeguarding capacity strengthening training;
- 1.3 To respond to MOs' and Regions' specific needs and requests, and accompany those who request it to strengthen their safeguarding systems;
- 1.4 To support MOs and Regional Secretariats in their Safeguarding assessment process, as well as in the development and follow up of their improvement plans;
- 1.5 To contribute to the development and review of Safeguarding institutional tools and policies.

#### 2. MEAL (Monitoring Evaluation Accountability and Learning)

- 2.1 To support in data collection from Regions and MOs and produce internal and external reports;
- 2.2 To contribute to the analysis of trends and issues from case files and experience for presentation and discussion with Caritas Internationalis (CI) governance bodies and relevant stakeholders.

#### 3. Response and Complaints' Handling

- 3.1 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;
- 3.2 To assist Caritas Internationalis and Regional working structures in their complaints handling process.

#### 4. Coordination

- 4.1 To strengthen synergies with the concerned CI General Secretariat Departments, by contributing to their working papers and documents;
- 4.2 To contribute to the work and activities of the Safeguarding working groups and CI related structures to help reach the desirable outcomes of the Strategic Framework pertaining to Safeguarding;

- 4.3 To contribute to the identification and implementation of the Strategic Framework's MEAL indicators;
- 4.4 To participate as needed in CI GS relevant communities of practice and initiatives with external stakeholders;
- 4.5 To make sure that activities and initiatives related to the work areas above are in line with the operational plan and budget;
- 4.6 To contribute to the overall work of the Department(s) concerned and to the growth of the team.

### **Profile**

- 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, Spanish and/or Italian 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;
- Ability to be flexible and work well under pressure in a fast-paced multi-tasking team environment;
- Strong analytical skills, monitoring and evaluation and report building;
- Understanding of an "accompanying attitude" and able to promote it with member organisations;
- Ability to meet assigned deadlines;
- Capacity to work in a diverse team and in multicultural environment with a spirit of respect and service;
- Capacity to work under pressure and conflict management skills;
- Positive, approachable with service orientation to colleagues and teams;
- Problem-solving and result oriented who seeks to find constructive solutions within compliance and policy requirements;
- 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 (word, excel, power point, outlook, etc.);
- 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.*

*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.*