

Caritas Internationalis

JOB OPENING SAFEGUARDING OFFICER

July 2026



Caritas
INTERNATIONALIS

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ABOUT CARITAS INTERNATIONALIS ON THE GROUND AROUND THE WORLD

Caritas Internationalis is a global confederation of 162 Catholic organisations working in more than 200 countries and territories. As an expression of the Church's mission, we serve the poor, vulnerable and excluded, regardless of race or religion, working together for a just world.

Guided by the values and principles of [Catholic Social Teaching](#) and inspired by the Gospel, we work with people facing poverty, exclusion, conflict and the effects of climate change. It's not only about reacting when crises happen. We stay, we listen and we act, helping communities through urgent needs and as they rebuild their futures.

Caritas promotes **integral human development** and **integral ecology** by serving, accompanying, defending and listening to people living in poverty, whilst together caring for our common home. We respond to emergencies and natural, humanmade and complex humanitarian crises, providing essential and social services, and health care.

We speak out against the causes of **poverty** and **injustice**, and work together, as brothers and sisters, advocating and campaigning for a just world built on **love, peace, and solidarity**. Our work is informed by reflecting on the 'signs of the times' through a 'see, judge and act' methodology.

We strive to bring about a long-term, **positive impact** on the lives of those we serve. This requires us to be both effective in our work, and good stewards of the resources entrusted to us.

Our times are challenging and complex. Whilst it could be argued that recent decades have seen progress in health and living standards for many people in the world, this has happened at the cost of growing inequality in wealth and power, social fragmentation and environmental degradation, underpinned by an unjust economic system.

VISION

A just world transformed to reflect God's kingdom, where all people in our common home experience the love, compassion and fullness of life.

MISSION

Inspired by the Gospel, the teachings of the Catholic Church, and the lived experiences of people living in poverty, we are part of the universal mission of the Catholic Church, working in a spirit of fraternal cooperation and partnership to:

- Save lives and reduce risk by building resilient communities and responding quickly and effectively to humanitarian crises.
- Transform lives and communities through the promotion of integral human development, the care for creation, the restoration of peace and social justice.
- Call for a better world by amplifying the voice of those we serve and convening people to advocate and act.

OUR VALUES

Our values are firmly rooted in the principles within the Social teachings of the Catholic Church. Whilst we focus on human dignity, solidarity, subsidiarity and stewardship, we acknowledge an underlying preferential option for the poor that runs through our values. They are brought to life through shared commitments that will guide Caritas Internationalis as we work towards our strategic orientations:

- Dignity of the Human Person
- Solidarity
- Subsidiarity
- Stewardship





OUR WORK

Caritas works in rich countries and not so well-off ones, in the Northern Hemisphere and the Global South. We consider integral human development as the guiding principle for our longer-term projects but respond efficiently and effectively to sudden onset emergencies too.

Due to its vast grassroots network, Caritas is often the first on the scene to help and stays on when other humanitarian agencies have left. Caritas believes in solidarity, social and economic justice and peace and proactively incorporates these principles in its work.

WE RESPOND TO HUMANITARIAN CRISES

Caritas works to protect human dignity, support the most vulnerable, and promote justice and peace. Our global confederation responds to emergencies with compassion, professionalism, and respect for the communities we serve.

WE ADVOCATE FOR INTEGRAL HUMAN DEVELOPMENT

We engage in advocacy and policy work with key UN mechanisms and bodies, and collaborate with multilateral institutions, NGO networks and faith-based organisations across a wide range of policy areas. Bringing the experience and voices of local communities into global policy spaces helps ensure their realities are reflected in the decisions that affect them.

WE INCREASE THE EFFECTIVENESS OF THE CARITAS CONFEDERATION

Stronger organisations mean better service for people living in poverty. That's why we work to build an accountable, sustainable Confederation where members share standards, act with compassion, and cooperate across cultures.

Members are required to meet management standards on ethics, organisational management, programme and finance accountability, and partnerships with other stakeholders. They're supported and accompanied in this work, and we monitor our actions and measure the impact of our service across the world.

Staff training also matters, from professional skills and leadership development to spiritual care. It's about creating an environment where equity is real, everyone is welcome, and women and young people have genuine opportunities to lead. Safeguarding is embedded as part of our culture as well as our practice.

CARITAS INITIATIVES AROUND THE WORLD



STRUCTURE AND GOVERNANCE

Caritas is a public canonical juridical person entrusted with the mission of serving people living in poverty and promoting charity, justice and integral human development. At the heart of the Church, Caritas strengthens communion between the universal Church and local Churches in the exercise of charity, and builds unity among the faithful, always acting for the common good.

Our specific mission is to assist the Roman Pontiff and the Bishops in their ministry of charity. We do this by:

- Attending to the poorest and most in need
- Responding to humanitarian emergencies
- Promoting charity and justice in light of the Gospel and Catholic teaching
- Advocating internationally, within the limits established by the competent ecclesial authority

REGIONS

Caritas Internationalis is made up of seven regions, they are Africa, Asia, Europe, Latin America and the Caribbean, the Middle East and North Africa (MONA), North America, and Oceania. Members of regions work together on common issues, strengthening each other and contributing to global action

GENERAL SECRETARIAT AND OFFICES

The General Secretariat, based in Vatican City, works under the Secretary General and within the framework set by the governing bodies. It coordinates emergency response, advocacy, communications, and organisational development.

It also represents Caritas at the United Nations in New York and Geneva, ensuring local communities are heard in global decision-making spaces.

GOVERNANCE

Every four years, representatives from our member organisations worldwide meet in Vatican City to review work carried out and approve a strategic framework and a budget. The most recent gathering of the General Assembly was in May 2023. The General Assembly elects the Representative Council to serve four years to govern the confederation's activities.

The General Assembly elects the Caritas Internationalis President and Secretary General. The Vice president and the treasurer are elected by the Representative Council. The president and vice president are ex officio members of the Executive Board, which is composed of seven members, two of which are appointed by the Dicastery for Promoting Integral Human Development (DPIHD) and one is elected by the Representative Council. The Treasurer and the chair of the Legal Affairs Commission are also members of the Executive Board.

- **H.E. Cardinal Tarcisius Isao Kikuchi**, Archbishop of Tokyo is the President;
- **Mr. Alistair Dutton** is the Secretary-General and;
- **Mr Patrick Debucquois** is the Treasurer.

SAFEGUARDING OFFICER

JOB DESCRIPTION

Job position: Safeguarding Officer

Type of contract: Fixed-term contract - 2 years (full time) with the possibility of being extended to permanent.

Job title and functional level: Officer / Lev. 8

Line Manager: Director of Confederation Development

Work relationship: Senior Safeguarding Officer; Director of Confederation Development

Work Place: CI General Secretariat – Palazzo San Calisto

MAIN RESPONSIBILITIES

1. Institutional Development and Capacity Strengthening

In close coordination with the CI GS 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 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

- 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 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 GS 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 protection, gender-based violence, vulnerable adults;
- Knowledge and/or experience in conducting objective investigations of staff misconduct;
- Good knowledge of the Humanitarian Sector sectors and principles (IASC; SCHR; CHS; IHL; Sphere);
- Experience 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.);
- Understanding of, and commitment to, the principles of Catholic Social Teaching;
- A demonstrable empathy and interest in the work of Caritas, and being a Christian respecting the faith and values of the Catholic Church.

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 Conduct and the Safeguarding Policy as an appendix to their contract and agree to conduct themselves in accordance with its provisions.

Please send the CV, the cover letter (English language) and the Job Application by 17th July 2026 (12:00 Rome time) to the attention of Dr. Yari Bergamasco, Human Resources & Legal Affairs Manager, to hr@caritas.va.

Please, note that the **interviews** for this position will be held by **31 July 2026**. Details will be communicated to shortlisted candidates later.

Important information for non-EU candidates: *Employment is subject to obtaining the necessary entry visa and all required authorizations from the competent authorities, including authorization for health insurance coverage. Please note that this process may take a considerable amount of time and could result in a delayed start date. Should the required visa and/or authorizations not be granted, Caritas Internationalis will be unable to proceed with the appointment.*

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

Full Name

First Name

Middle Name

Last Name

Current Address

Street Address

City

State

Email Address

Phone

Apply For Position

Date

Signature