

Safeguarding and Integrity Regional Officer

Job Description

1. Who is Caritas Africa?

Caritas Africa, composed of 46 Member Organisations located in the Subsaharan region and adjacent islands of the Atlantic and Indian Oceans, is one of the 7 Regions of Caritas Internationalis whose function is to promote cooperation and harmonize the work of Caritas members of the Region, in conformity with the priorities determined by the General Assembly of Caritas Internationalis.

The purpose of Caritas Africa as a regional Church organisation is to assist the Church in Africa in carrying out her social-pastoral ministry of spreading charity and justice by assisting the poor and the most excluded, responding to humanitarian emergencies and promoting the integral human development according to the Holy Scriptures and the Teachings of the Catholic Church.

Caritas Africa supports its members in their mission of charity and social justice and facilitates coordination and synergy of action among Caritas members in Africa.

Caritas Africa, in line with Caritas Internationalis our umbrella organization guidelines, is committed to exemplify a culture of safeguarding and protection. To this end, Caritas Africa is in the process of mainstreaming safeguarding across the Africa Region of the Caritas Internationalis Confederation to ensure that all Caritas Member Organizations adhere to the same high safeguarding standards within their organisations and across their programmes. This includes making sure that there are adequate structures to support capacity strengthening efforts confederation-wide. At the regional level, Caritas Internationalis is looking to have a Focal Point in each region to help coordinate confederation-wide capacity strengthening initiatives, provide adequate accompaniment of their members, assure needed technical support is mobilized and report on progress.

Caritas Africa to benefit from this technical and financial support commits to recruit a Safeguarding and Integrity Focal Point for the Africa Region.

2. Objective

The objective of the position is to put our Caritas collective responsibility towards Safeguarding into action and accompany MOs in this process.

3. Roles and key responsibilities

- Working under the direct supervision of the Regional Coordinator, and working closely with the Caritas Internationalis Operations Department, support the dissemination and implementation of the 5th Management Standard on Safeguarding and thereby strengthen MOs capacities on Safeguarding. This includes:
 - a) Making sure all MOs in the Africa Region are provided with accurate information on the 5th Management Standard on Safeguarding;

- b) Making sure all MOs in the Region complete self-assessments against the 5th Management Standard;
 - c) Support CI MS assessors to conduct external assessments on the 5th Management Standard;
 - d) Based on the results of the internal and external assessments, support MOs to develop and implement improvement plans for strengthening prevention and response, either through direct support or by mobilizing adequate support (i.e. UN country teams).
- Co-lead on the design of the CI Safeguarding training roll out plan.
 - Lead/support in the delivery of safeguarding regional trainings against the CI Safeguarding training roll out plan.
 - Support MOs to develop the capacity of their National Safeguarding focal points.
 - As requested and appropriate, support CAMOs Safeguarding focal points on conducting investigations of safeguarding violations.
 - In coordination with Caritas Internationalis, monitor progress with the process of mainstreaming safeguarding at the level of the Confederation and contribute to the development of internal and external reports on Caritas Internationalis' overall safeguarding efforts.
 - Through coordinated efforts with Caritas Internationalis, contribute to an external network with relevant communities of practice including donors, partners, and sector-specific advocacy groups, actively participating in external forums, and closely tracking trends related to safeguarding.
 - Through coordinated efforts with MOs, initiate and nurture productive working relationships with National and Regional Bishops Conferences on all issues related to safeguarding.

4. Experience

- Five or more years of relevant experience (safeguarding, protection) in an advisory or management role with progressive responsibilities. NGO experience preferred.
- Experience implementing safeguarding policies and practices related to staff (internal) and/or partners (external).
- Experience in conducting objective investigations of staff misconduct.
- Extensive experience creating and rolling out culturally sensitive training and capacity-strengthening programs, materials, and communications.
- Experience in mentoring, coaching, facilitation and training applying adult learning principles and practices.
- Experience and skills in networking and relations with donors, peer organizations, and faith-based and civil society partners.
- Strong understanding of partnership principles.
- Strong understanding of Church structures and Caritas in particular

5. Knowledge and skills

- Master's degree in relevant field of study.
- Strong ability to work with partners using effective interpersonal and communication and active listening skills and to respectfully interact with people from diverse cultural backgrounds.

- Strong analytical skills, monitoring and evaluation and report writing.
- Strong presentation, facilitation, training, mentoring, and coaching skills.
- Strong computer skills including facility with standard desktop applications.
- Solid organizational/time management skills.
- Strong coordination and networking skills.
- Proactive, resourceful and results-oriented.
- Strong verbal and written communication skills in the language of the Region (English, French or Portuguese).

6. Duration of the assignment and duty station

- One year, renewable according to the availability of resources
- Duty station preferably in Lomé, Togo, where Caritas Africa has its Regional Office.

7. Reporting lines

- Direct: Regional Coordinator,
- Indirect: Regional Commission, Caritas Internationalis Operations Department and in particular the Safeguarding Officer

8. Working languages (spoken and written)

- English
- French
- Portuguese

9. Recruitment procedure

- Preselection on applications
- Oral interview with a panel
- Written test

10. Application process and deadline

Applications should be sent by email to the following email address:

Recrutement@caritas-africa.org with a copy to secaf@caritas-africa.org

Deadline: 05th April 2021 at the 5:00 pm. UTC