

ActionAid Bangladesh is looking for suitable candidates for the following position:

Manager – Safeguarding

Location of posting	:	Dhaka
Department	:	Human Resource and Organisation Development
Types of contract	:	Full Time and Regular
Number of position	:	1 (one)
Salary and benefits	:	Competitive Salary package will be offered to the deserving candidate with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, etc., as per HROD Policy

Job Summary:

The safeguarding manager leads the organisation in developing and implementing feminist strategies, policies and procedures to protect staff, programme partners and participants from sexual exploitation and abuse, child abuse, bullying and any other form of unlawful exploitation by ActionAid employees and representatives.

S/he provides leadership and guidance to the ActionAid Bangladesh (AAB) on implementing, monitoring and evaluating the AAB's Safeguarding programme according to the Safeguarding policy and procedures. The incumbent acts as the first contact person on safeguarding concerns. S/he leads to ensure and build a culture of proactive safeguarding structure and procedures.

S/he will report to the Head of HROD, Admin & ICT.

Key responsibilities include (not limited to):

- Review and recommend changes in existing safeguarding policies to ActionAid Bangladesh Senior Leadership Team.
- Keep tracks, respond to and facilitate investigations (in collaboration with the Head of HROD, Admin & ICT and the Country Director) through the safeguarding investigation committee in allegations of sexual exploitation and abuse, child abuse etc., from a safeguarding perspective.
- Design and deliver training on safeguarding-related topics, raise awareness and best practice standards with staff, partners, consultants, fellows and interns etc., to improve and refresh their learning to ensure a safe workplace and working environment.
- Support Local Rights Programmes (LRPs), and partners to strengthen their safeguarding policies, practices and reporting.
- Ensure that safeguarding protocols are legally adhered to and compliant with national and global best practice standards.
- Ensure convergence of safeguarding policies and framework from an oversight perspective (biz. Child Safeguarding Policy, Protection of Sexual Exploitation and Abuse -PSEA, Policy Against

- Sexual Harassment at Workplace, Bullying & Harassment Policy, Whistle Blowing Policy, Staff Code of Conduct, Disciplinary and Grievance Procedure, Complaints and Response Mechanisms).
- Ensure the safeguarding principles and attributes are embedded into the employee's life cycle management.
 - Ensures that safeguarding policy implementation is seen from a feminist perspective and survival-centered approach.
 - Maintain the Safeguarding case and risk register/tracker, Safeguarding Inbox (Outlook), and other Safeguarding content (e.g safeguarding e-learning course). Log all Safeguarding incidents in a timely manner, taking into account ActionAid International and National policy, data protection and Employment Law.
 - Keep tracks and records of country-level work on safeguarding, reviews progress reports and statistics and follow up on gaps against policies.
 - Work with colleagues (national and global) to incorporate best practices into risk and control activities. Participate and contribute to the (global) safeguarding network in a meaningful way by active participation in safeguarding platforms and opportunities.
 - Build networks and alliances with peers to learn from each other.
 - To coordinate the implementation, monitoring and evaluation of overall safeguarding compliance through the safeguarding action plan, self-audits, risk reporting and global safeguarding monitoring systems.
 - Closely work with ActionAid International Safeguarding Team for country operation level capacity building in terms of safeguarding.
 - Act as a key focal point for donor and other stakeholder reporting related to safeguarding issues.

Relationships

S/he will report to Head of HROD, Admin and ICT of ActionAid International Bangladesh. S/He has to maintain functional relationships with peers in the team, other strategic and organisational priority units and the project management team. S/He will maintain relationships with peer organisation specially with HR peer groups and networks.

Required Educational Qualification and Experiences

Education

- Postgraduate / Graduate degree, preferably in law, social sciences, gender studies, human rights etc., with academic and professional credibility.

Experience

- 5 (Five) years of relevant working experience with any international development/human rights agency, including 2 (Two) years experience in child protection and safeguarding programme design and implementation, is preferable.
- Experience in working with external agencies in the management of child protection and safeguarding-related concerns.
- Experience in delivery of training to different internal and external stakeholders about safeguarding, including child protection.

Required Competencies

- In-depth knowledge of the safeguarding sector and legal context in Bangladesh
- Excellent written and oral communication skills in English and Bangla.
- Demonstrate experience in working in safeguarding/abuse and or women/child protection programmes.
- Significant experience in handling complex investigations in a confidential, discreet and sensitive manner.
- Experience or understanding in building strong safeguarding and women/child protection robust systems and in delivering services to communities, including in an emergency and humanitarian response context.
- Demonstrate experience in assessing and analysing risks and staff emotional, psychological and developmental needs.
- Track record in designing and delivering training.
- Ability to work under pressure and meet deadlines, willingness to work flexible hours in the event of emergencies.
- Commitment to ActionAid's values, including willingness to abide by and enforce the Safeguarding Policies Code of Conduct.
- Team management skills, interpersonal communication skills and negotiation skills.
- Capacity to adapt to a changing environment.
- Planning and organising skills, analytical skills and strong leadership.
- Excellent computer operating skills specially in PowerPoint, Excel, database or any other presentation tools.
- Willingness to frequent community visits.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **01 July 2022.**
- Please **[Click Here](#)** to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.