



## **JOINT ENERGY AND ENVIRONMENT PROJECTS**

Gayaza Road, Kyanja P.O Box 4264, Kampala, Uganda Tel: +256 41 578316 E-mail [info@jeepfolkecenter.org](mailto:info@jeepfolkecenter.org)

Website: [www.jeepfolkecenter.org](http://www.jeepfolkecenter.org)

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### **SAFEGUARDING OFFICER JOB ANNOUNCEMENT.**

**Duty station: Adjumani district**

**Duration of the advertisement: from 23<sup>rd</sup> November to 4<sup>th</sup> December 2020**

**Duration of the assignment: 12 months.**

### **ABOUT JEEP**

Joint Energy and Environment Projects (JEEP) is an indigenous registered Non-Governmental Organization in line with the requirements of the NGO Act 2016, located in Kyanja off Gayaza Road, 7 Miles from Kampala city center in Uganda.

The Organization was founded in 1983 and it has been working directly with local community groups, individuals, institutions and other organizations to stop environmental destruction and promote efficient management of natural resources as its fundamental mission and a core vision for having a Ugandan society with a ‘safe environment for a sure future’.

JEEP has created environmental awareness at all levels of societies; influencing policies and integrating environmental considerations in all aspects of social, economic and cultural development through ensuring that households use energy efficient technologies, agro-forestry and sustainable agriculture; foster and bring concrete impacts in terms of food and fuel - wood security, improved nutrition, increased incomes and raised standards of living.

Joint Energy and Environment Projects (JEEP) is currently seeking applications from eligible applicants for the post of **Child Safeguarding Officer**.

### **JOB SUMMARY:**

The Safeguarding Officer is responsible for supporting the effective operation of child and adult safeguarding services on a day to day basis in the refugee settlements in Adjumani district. S/he has a critical position to ensure that all JEEP staff are aware of and trained in child and adult Safeguarding



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procedures. The position will support the implementation of a Safe Programming approach throughout the project management cycle, from mitigation and risk management, to identification and investigation of cases and appropriate action and follow-up. This position involves direct contact with girls & boys or young people and women intensively (e.g. fifteen days in one month) because of the nature of work.

### **KEY DUTIES AND RESPONSIBILITIES:**

#### ***Risk Assessment:***

- Conduct a risk assessment to identify risks to children's and women's safety and protection in JEEP's programme.
- Work with partners to develop a coordinated and collaborative mitigation plan to the identify risks.
- Ensure that measures are in place that prevent and mitigate risk that staff or activities would inflict any form of violence, neglect, exploitation, abuse or sexual harm to children and women.
- Participate actively on risk assessment of JEEP interventions to ensure we do not expose children, youth and women to further risk and harm.

#### ***Monitoring:***

- Monitor field activities and assess whether Safeguarding measures are in place in accordance with the established policies and plans. Document factors around the gaps or failures and the necessary achievements.
- Work with and follow-up with beneficiaries and program staff to ensure that identified risks and gaps are addressed in a timely and appropriate manner.
- Report concerns regarding failure to mitigate Child, youth and women safeguarding risks.
- Submit technical reports in accordance with the work plan and established deadlines, while ensuring that all activities are conducted and reported through accurate and verifiable reporting system



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- Closely follow up on day to day implementation of Environment and Energy Project activities and take corrective action to achieve key result indicators and goals as specified in the work plan ie ensure quality of project outputs through regular supervision and monitoring.
- Ensure that the project beneficiaries i.e. refugees and host communities, are participating as equal partners in the design, monitoring and evaluation of the project.
- Provide timely, high quality project progress reports both for JEEP internal and donor requirements.
- Collect lessons learned, best practices, cases studies and support knowledge management.
- Represent JEEP at camp and zonal level in relevant forums pertaining to safeguarding, environment and energy and uphold good partnership with District leaders, stakeholders and local partners according to JEEP principles and core values.

#### ***Capacity Building and Training:***

- Work in close liaison with the Head of Programs, train project staff and project stakeholders on safeguarding policy and mechanism and support adherence to the organization's Code of Conduct.
- Coach and support staff and communities to improve Child, youth and women Safeguarding practice and responsiveness
- Deliver on-going refresher training and on job coaching of organization staff as appropriate; ensure that all staff know child safeguarding policy and procedures and actively implement them.

#### ***Investigation and Response:***

- Ensure that cases of Child, youth and women Safeguarding are reported, investigated and responded to appropriately and in line with the policy.



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- Document the response and rehabilitation actions in a systematic and consistent way in relation to achievements, as well as success stories and good practices.
- Ensure proper record keeping, maintenance and control of child, youth and women safeguarding reports and other key information.
- Support follow up and investigations of Child, youth and women safeguarding incidents.
- Role model high levels of professional safeguarding behavior.

### **QUALIFICATION AND EXPERIENCE:**

The applicant for the JEEP Safeguarding Officer job opportunity should;

- Have a Bachelor's degree or its equivalent.
- Have four years' experience working in safeguarding or child protection related project experience in humanitarian /recovery context.
- A certificate in child protection will be an added advantage or any training in Child protection.
- Excellent skills in listening, counselling and negotiation.
- Excellent planning, coordination and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- A sensitive approach to advising and mentoring staff and to dealing with critical issues.
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Ability to intervene with crisis management or troubleshooting as necessary.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Computer literacy and excellent documentation skills are a must.
- Excellent time management and planning capacity.



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- Excellent written and spoken English language skill.
- Demonstrated understanding and proficiency in the field of people Management and ability to work under minimum supervision.
- Good understanding of national legal requirements relating to HR, including labor laws and administrative law especially those legal provisions relating to children and others.
- Good understanding of employment related statutory requirements, organizational policies, systems and procedures formulation and management.

### **OTHER IMPORTANT CONSIDERATIONS**

- Applicants between 26 – 40 years are mainly requested to apply.

### **TIMELINE**

Contract length for the Safeguarding Officer is up to December 2021 with possibility of extension based on job performance.

JEEP offers a salary package (salary, insurance, and NSSF) in accordance to experience and JEEP HR Manual.

### **HOW TO APPLY**

Interested candidates should send their CV and cover letter addressed to the Human Resource officer via the email address provided; [info@jeepfolkecenter.org](mailto:info@jeepfolkecenter.org) cc [ruthkisa@gmail.com](mailto:ruthkisa@gmail.com) .

Deadline for applying is **4<sup>th</sup> November 2020**.

***JEEP is an equal opportunity employer and all interested and qualified candidates are encouraged to apply regardless of age, race, gender, marital status and religious, political or ethnic affiliation.***

While we appreciate your interest to work with JEEP, only shortlisted candidates will be contacted.



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