

ActionAid Bangladesh (AAB) is looking for suitable candidates for the following position:

Officer – Safeguarding and Assurance

Unit	:	Safeguarding
Types of contract	:	Fixed Term, initially for two years.
Number of position	:	1 (One)
Location of Posting	:	Cox's Bazar, need to travel all AAB's working areas as per requirements.
Salary and benefits	:	Monthly Gross Salary will be BDT. 71,431 with other admissible benefits such as Provident Fund, Gratuity, Festival Bonus, Medical Insurance for staff and legal partner and children, Group Life Insurance, Mobile & Internet allowance etc, as per HROD Policy.

Job Summary:

ActionAid Bangladesh (AAB) is searching for a dynamic candidate to take on the role of Officer - Safeguarding and Assurance at the national level, based in Cox's Bazar, Bangladesh. This crucial position involves creating a safe environment for both AAB staff and the communities they serve, ensuring protection from sexual harassment, exploitation, and abuse (SHEA). The incumbent will closely collaborate with the Manager - Safeguarding to implement SHEA and Safeguarding operational activities in Cox's Bazar and other relevant locations where AAB operates. Their responsibilities include conducting training sessions, awareness-building programs, and coordinating capacity development initiatives for various stakeholders. Additionally, they will support the Manager - Safeguarding and the Sexual Harassment Complaint Committee (SHCC) in conducting investigations and ensuring compliance with policies at the national and ActionAid International levels.

As part of their Assurance responsibilities, the Officer will work closely with the Manager - Internal Audit to ensure full compliance with all the policies are in practice. S/he will identify any gaps in policy implementation, communicate these findings to the respective policy owners, and support the process of updating and developing policies within specified timelines. This role is integral to fostering a safe and secure environment within AAB, actively preventing sexual harassment and abuse, and promoting a culture of safety and well-being for all individuals associated with the organisation. S/he will ensure the highest level of confidentiality of incidents, proceedings and data in every step of an investigation.

Key responsibilities include (not limited to):

Staff & representative capacity development and awareness building:

- Conduct SHEA & Safeguarding orientation/training/refresher sessions at CXB for various stakeholders, including community members when arranged.

- Collaborate with the Manager – Safeguarding to co-facilitate induction/orientation for new staff on safeguarding policies and arrange refresher training for staff, volunteers, national level partner organizations, vendors, consultants, and other representatives through both in-person and online modalities.
- Manage training documents and coordinate logistical arrangements for sessions, such as venue booking, bill submission, vehicle requisition, and follow-up with project/programme focal points.
- Provide support to the Manager - Safeguarding in developing, updating, and maintaining Safeguarding training modules for different sessions.
- Assist the Manager – Safeguarding in developing, updating, and organizing records of SHEA and Safeguarding Information, Education, and Communication (IEC) materials, ensuring their distribution and visibility at AAB facilities.
- Coordinate and follow-up with CXB HR, Project/Camp Managers, and other relevant colleagues to conduct training needs assessments and plan and arrange SHEA & Safeguarding training/orientation/refresher/induction sessions.

Safeguarding Complaints Management:

- Act as the PSEA/Safeguarding Focal Point for CXB, promptly receiving and forwarding incident reports/complaints related to SHEA, PSEA and Child Safeguarding to the Manager – Safeguarding.
- Collaborate closely with the Manager – Safeguarding in handling safeguarding complaint management, including ensuring survivor support, risk assessments, fact-finding, and investigations.
- Maintain and update the SHEA and Safeguarding Incident Register, sharing the status with the Manager – Safeguarding and/or Head of HROD, Admin & ICT.
- Support the enhancement of the complaint registration mechanism, creating a safe space for lodging complaints.
- Assist the investigation committee in investigating safeguarding issues, maintaining strict confidentiality.
- Organise and invite interviewees, take investigation interview notes, provide necessary support to the investigation committee/Manager – Safeguarding, and ensure proper documentation of SHEA and Safeguarding proceedings.
- Facilitate SHEA & Safeguarding Fact-finding and Investigation when assigned, sharing draft reports.
- Ensure compliance with organizational policies regarding SHEA, PSEA, Child Safeguarding, High Court Directives, National Laws, and Acts, maintaining proper documentation of related proceedings.
- Coordinate and follow-up with concerned Camp Managers/Focals/Complainants/Survivors regarding Safeguarding concerns, survivor support, investigation/fact-finding interviews, etc.

Safeguarding Operational Management:

- Represent the organization in meetings with peer organizations and donors and provide updates on safeguarding-related matters, when assigned by the Manager – Safeguarding.
- Assist the Manager – Safeguarding in preparing periodic reports and due diligence reports for ActionAid International Bangladesh Society (AAIBS) Safeguarding Board Committee, Senior Leadership Team (SLT), ActionAid International, and donors.
- Conduct random safeguarding spot checks with the Manager - Safeguarding, preparing and sharing reports with recommendations/suggestions based on the findings.

- Provide support to the Manager – Safeguarding in maintaining and updating AAB Country Safeguarding Risk Register.
- Attend monthly PSEA Network meetings with the Manager – Safeguarding and regularly share brief updates and action points with the Manager – Safeguarding and Head of HROD, Admin & ICT.
- Proactively collaborate with Cox’s Bazar Leadership Team (CLT) members and other colleagues to create a SHEA-free workplace and strengthen the survivor-centered and feminist leadership approach across AAB Country operations, with a special focus on Cox’s Bazar.

Policy Assurance:

- Prepare AAB Assurance report and follow-up with the updates according to the AAI requirements.
- Support AAI Assurance focal in providing updates on AAB Assurance activities.
- Conduct orientation/training/refresher sessions for Whistle-blowing and Anti-Modern Slavery and Human Trafficking Policies at CXB, national-level partner organisations, vendors, consultants, and other representatives through both in-person and online modalities.
- Support Manager-Internal Audit in drafting risk register, internal audit documents, case management, risk assessments and investigation documents for cases falling under the above-mentioned policies, as required from time to time, to uphold compliance issues and internal control mechanism.
- Inform relevant persons at AAB/AAIBS on gaps and develop assurance plans accordingly.
- Assess levels of assurance across the organization and partner level, using appropriate tools.

Relationships

The Officer - Safeguarding and Assurance will directly report to the Manager - Safeguarding at ActionAid Bangladesh. Additionally, s/he will closely collaborate with the Head of HROD, Admin, and ICT, who leads the safeguarding unit. As the Officer – Safeguarding and Assurance is based in CXB, they will need to maintain strong functional relationships with project managers/focal points and unit leads in CXB. Though, s/he will be based in CXB, but s/he will work to provide support for country office level safeguarding including CXB operations, necessitating close collaboration with other functional units, including HROD, Internal Audit, Local Rights Programme Unit, Strategic Priority Units, and Project Management Teams. The Officer will represent various PSEA networks both at the CXB and national levels as assigned by their supervisor. In terms of Assurance, they will be accountable to the Manager - Internal Audit. S/he will also work with the Legal Advisor for assistance / support, when assigned by her/his manager.

Required Educational Qualifications and Experiences

- Applicants with a Bachelor's or Master's degree, preferably in fields such as Law, Human Rights, International Relations, Peace and Conflict Studies, Gender Studies, Development Studies, or related subjects, are encouraged to apply. Candidates who have qualifications or professional training in Safeguarding Investigation, Child Safeguarding/Protection, or Case Management will be given priority.
- Applicants should possess 2-3 years of relevant work experience, preferably with an international development or human rights organisation/agency. Prior experience in Protection, Child Safeguarding, or Case Management will be advantageous and given preference.

Required Technical Competencies

- Proficient written and verbal communication skills in both English and Bangla are essential.

- Thorough understanding of legal requirements and case management procedures is crucial.
- The role demands proficient risk assessment, advocacy, communication, and drafting skills as it involves identifying, reporting, and addressing safeguarding complaints, coordinating investigation processes, and managing cases.
- Effective training facilitation abilities are required.
- Proven experience in handling complex investigations in a confidential and sensitive manner is necessary.
- Comprehensive understanding of establishing robust safeguarding systems and providing services to communities, particularly in emergency and humanitarian response contexts, is advantageous.
- Ability to work under pressure and meet deadlines with minimal supervision, and readiness to work flexible hours during emergencies are essential traits.
- A strong commitment to ActionAid's values, including adherence to and enforcement of the Safeguarding Policies and Code of Conduct, is expected.
- The capacity to adapt to a dynamic environment is essential.
- Effective planning, organisational, analytical, and critical thinking skills are required.
- Excellent computer proficiency, especially in PowerPoint, Excel, databases, or other presentation tools, is a must.
- A strong willingness to be stationed in Cox's Bazar (Centre) with frequent travel to the areas where AAB operates is necessary.

Application instructions

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

- The last date of application is **Wednesday, August 16, 2023.**
- 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.

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