OS09500
SAFEGUARDING SUPERVISOR

Level 7

Reports to (Hierarchical)
Project Coordinator

Reports to (Functional)
Safeguarding Coordinator

Job Family
Operations

Main Purpose
Implement safeguarding activities within the project, which are aligned with the safeguarding policy and action plan of the mission, to increase awareness around the MSF Safeguarding framework and the MSF Patient Charter, to strengthen awareness, detection and reporting; and improve ways of working to ensure a safe environment for staff, patients and communities where MSF work.

Accountabilities
Support to the Safeguarding framework

- Assist in reviewing and contextualizing MSF policies to fit the local program environment, including translating the Code of Conduct in local languages and adapting reporting procedures to ensure they are culturally appropriate, age-sensitive, and understood by both staff and community members.
- Ensure all policies are accessible, translated (if necessary), and well understood by staff and affected communities.
- Conduct the safeguarding risk analysis and conduct necessary discussions with all stakeholders in the projects team to identify risks and develop mitigating action plan.

Capacity building of staff, partners and communities

- Roll out safeguarding training for staff, partners and contractors.
- Conducts mandatory initial safeguarding briefings with new staff and refresher briefings as needed.
- Support the project in disseminating and developing prevention tools (videos, leaflets, posters).
- Coordinate and conduct sensitization safeguarding activities for patients and caretakers, ensuring they understand their rights, and to evaluate how they relate to MSF staff.
- Champion a culture of accountability, prevention, and zero tolerance for abuse and misconduct at project level.

Reinforcement of the channels of reporting at project level

- Raise awareness with all staff on their role and responsibilities on Safeguarding, especially how to prevent harms within our operations and un-ethical conduct, and also what to do to if they are victims, or if they witness a potential harmful conduct towards staff, patients or community members and how to report.
- Support the design of accessible, culturally sensitive community feedback and response mechanisms (CFRMs).
- Ensure all patients and community members understand their rights — including the right to be safe, treated with respect, informed about their care, and to report concerns without fear. Provide clear information on how and where to report.

Support department leads to mainstream safeguarding in their daily work

- Ensure close supervision of prevention activities and safe-guarding focal points at project level.
- Support integration of safeguarding measures into staff recruitment/onboarding/development, procurement, service delivery, facility management, and partnership agreements.
- Collaborate with the logistics department to increase inclusion and safety within the MSF facilities.
- Support concerned departments in implementing the learning and recommendations from case management.

Reporting and collaboration with other actors

- Produce monthly report including assessment of the context related to barriers, weaknesses and strengths of the project’s main topics of discussion and problems encountered, sessions and trainings done, reporting and communication systems that are in place or in need to be established/ to change.
- Represent the OC in project level inter-agency safeguarding or PSEA networks.

Education

Bachelor's degree in social science, Law, Education or Social Communication is required.

Experience

- 2 years of experience in protection and prevention of abuses and discrimination, Gender-based violence, Diversity, Equity and Inclusion, in an international organization (is a must)
- Field humanitarian experience in high risk context (is an asset)
- Experience and/or interest in social work /rights-based organizations, women organizations. Social process facilitation is an asset.
- Experience of working in refugees' camps or in collaboration with the Rohingya community is an asset.

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