

Job/Role Title	Safeguarding & Incident Management Advisor
Division	People, Organisation & Culture
Grade	E
Location	ESEAOR/SARO based in Kuala Lumpur/New Delhi
Responsible to	Director, Safeguarding & Incident Management
Date	February 2023

Purpose of role:

This position will be responsible for the development and delivery of the safeguarding framework across International Planned Parenthood Federation in the regions this post supports. They will also provide training, leadership and expert professional safeguarding advice to achieve the deep embedding of safeguarding in the culture and operational practice and where required compliance, across the Federation.

Context of role:

IPPF is committed to advancing human rights and ensuring that in the course of its work, it 'does no harm'. This means protecting everyone it comes into contact with from abuse, harassment, bullying, sexual harassment, sexual abuse, sexual exploitation, people trafficking and modern slavery. The people IPPF should protect from harm includes staff, employees, volunteers, contractors, clients and beneficiaries. IPPF implements the highest standards of safeguarding, built around a survivor-centred approach and an organisational culture that strives to prevent abuse and respond promptly if it happens.

The SGIMA role works as part of the Safeguarding and Incident Management Team and as a member of the Global Safeguarding Task Force, to develop and deliver the global strategic safeguarding priorities and operational initiatives across the Federation. This will be achieved through bring safeguarding expertise to collaborative working with Regional Teams, Member Associations and other partners to build understanding, develop capability and strengthen governance in respect of Safeguarding.

The outcome of the work undertaken by all dedicated SG roles is effective regional contribution to embedding a safeguarding culture, excellence in operational safeguarding activities and effective victim/survivor centred responses to reports or concerns received about safeguarding harm/misconduct.

A SGIM Adviser is the first regional point of contact for SG subject matter expertise. They will provide regional leadership of the implementation of safeguarding activities and initiatives, training and subject matter expertise that increases the normalization of a culture of safeguarding to regional work. They contribute to the development of new global resources and tools and adapt existing resources and tools to the needs of the regions they support.

Specific deliverables:

Incident management

- Co-lead the Regional Incident Reporting Unit Lead with the Regional Heads of Corporate Services for the regions they support.
- Fulfil the responsibilities of designated Incident Coordinator (IC) for reported safeguarding concerns and provide advice to ICs responsible for bullying and harassment cases.

Safeguarding:

- Delivery of global SG priorities, including the global SG KPIs, MA and RO training.
- Work effectively with RO colleagues to mainstream safeguarding in the region's work.
- Provide timely subject matter expertise to regional office colleagues and all MAs/CP.s

- Provide regional input to global thought leadership and SG initiatives, through membership of the global SGIM Team and the global Safeguarding Task Force.
- Tailor global initiatives, to local conditions/laws and cultures, and implement these regionally efficiently, effectively and according to timelines agreed.
- Support the development of investigation Terms of Reference, giving special consideration to risk management and overcoming barriers to disclosure.
- Support Member Associations in the implementation of their policies and procedures, and meeting IPPF safeguarding standards.
- Work closely with gender subject matter experts to ensure that the safeguarding work undertaken by IPPF is gender transformative.
- Adhere to the safeguarding reporting and monitoring requirements of this role.

Skills/Expertise required:

- Significant experience in the field of safeguarding, including demonstrable interest/experience in working to prevent exploitation and abuse of children and vulnerable adults.
- Demonstrable experience of working independently and in a remote team.
- Proven experience of effective planning, organisation, time management and being able to work independently.
- Experience of effectively influencing and supporting internal and external stakeholders to champion safeguarding.
- Experience of conducting safeguarding/other investigations and/or oversight of case management systems.
- Experience of risk management and skilled in identifying and mitigating risks.
- Experience designing and delivering capacity building initiatives.
- Experience of designing and delivering safeguarding training in different settings for varied audiences, with the ability to adapt complex information according to the audience.
- Proven experience in measuring the impact of training and implementation of safeguarding policies.
- Track record of, and expertise in, developing safeguarding policies compliant with regulations and best practice.
- Experience working for an international NGO or UN agency.
- Fluency in English and any specific languages for the region/s supported, including but not limited to Arabic, French, Spanish.
- Demonstrate an understanding of and commitment to safeguarding in local and international context.
- Agreed to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.
- 'IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment'.
- Awareness of and sensitivity to the multi-cultural and diverse environment in which IPPF operates.
- Integrity and ability to maintain confidentiality at all times.
- Supportive of a woman's right to choose and to have access to safe abortion services.