

TITLE: Child Safeguarding Manager	
TEAM/PROGRAMME: Vietnam Country Office	LOCATION: Ha Noi
GRADE: 2	CONTRACT LENGTH: 12 months with renewable
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>Safeguarding the children that we come into contact with throughout our work is a key priority for Save the Children International (SCI). Child Safeguarding Policy is a mandatory policy guiding all of the organization's work, and must be followed by all Save the Children staff, representatives, partners, volunteers, contractors and visitors to our country program.</p> <p>Child Safeguarding Manager will ensure quality implementation of Save the Children's child safeguarding policy, protocol and quality standards in all aspects of Save the Children's work. S/he will ensure that child safeguarding systems across the Vietnam Country Office are high quality, responsive to changing needs, effective across all functions and programmes, and fully implemented by everyone involved in Save the Children's work. This postholder plays the role of technical leadership for all Child Safeguarding related issues</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Country Director</p> <p>Staff reporting to this post: Child Safeguarding Officer; Child Safeguarding focal points in Vietnam</p> <p>Budget Responsibilities: Child Safeguarding budget and child safeguarding related budget of country projects and programs</p> <p>Role Dimensions: The role is expected to collaborate closely with:</p> <ul style="list-style-type: none"> ▪ Internal: Save the Children's Child Safeguarding Director for Asia, Senior Management Team (SMT), Heads of functional departments, Heads of programs. ▪ External: Ministry of Labor, War invalid and Social Affairs (MOLISA), governmental agencies, none governmental organizations, partners and donors <p>Currently, Save the Children works in 22 provinces in Vietnam, in thematic areas of Education, Child Protection, Health and Nutrition, Child Poverty, Child Rights Governance and Disaster Risk Reduction / Humanitarian Response. Our work is implemented through strong partnerships with governmental agencies and non-governmental organizations.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Child Safeguarding Policies, Standards, Systems and Mechanisms</p> <ul style="list-style-type: none"> • Ensuring that all of the Save the Children work in vietnam is up to expected child safeguarding standards. Closely follow up on legislation in Vietnam in relation to child safeguarding in order to ensure strong support to Save the Children and partners in implementing the laws. 	

- Develop a child safeguarding plan and budget for the country office on annual basis, and provide monthly reports to CD and SMT on progress in implementation.
- Ensure full awareness of requirements of child safeguarding policy and reporting mechanisms within Save the Children team.
- Support HR team with ensuring that Child Safeguarding is embedded into HR recruitment processes as per standards.
- Support Supply Chain team to ensure that child safeguarding is embedded into agreements with suppliers.
- Establish and maintain close collaboration on child safeguarding with Department of Children within MOLISA, and proactively search for partners who will be supporting implementation of child safeguarding. Identify and keep up to date information on available services for support to abuse victims.
- Establish close networks and links with other organizations and institutions working on child safeguarding issues.
- Lead on investigations of alleged child safeguarding cases and/or provide technical support as appropriate. Ensure strict confidentiality in all such dealings, and compile and share lessons learnt.
- Lead on ensuring that all visitors to Save the Children's programs receive mandatory up to date child safeguarding briefings.
- Collaborate with Save the Children's child safeguarding focal points within Asia region and globally.

Safe Programming

- In collaboration with PDQA Director, develop and maintain an indepth understanding of sector programmes and approaches adopted to deliver support to beneficiaries.
- Support the program teams and collaborate in identifying potential risks to children in all the project activities and work with program teams to develop mitigating measures and actions.
- Support program teams in ensuring that a child safeguarding approach is mainstreamed through program design, monitoring and evaluation, accountability and learning, and appropriate risks assessments conducted with clear mitigating actions.
- Support advocacy, campaigns and communication teams to follow child safeguarding policies throughout their work.
- Ensure that the tools and knowledge is made available to managers in the relevant languages and that they know how to access support and guidance.
- Coach and support Program Managers and Field Focal Points to improve Child Safeguarding practices.
- In collaboration with PDQA Director and program managers, develop child friendly and community friendly information materials in relevant languages, and ensure they are widely distributed and available to children and their families.

Mainstreaming Child Safeguarding with Partners

- In collaboration with the Awards and other teams, ensure that all agreements with partners include Child Safeguarding Policy, as well as mechanisms for reporting and investigation.
- Together with the Director of Program Implementation, develop a plan to mainstream child safeguarding standards with Save the Children partner organisations of the project.
- Provide technical support to program teams to conduct child safeguarding aspect of partner assessment, and to develop and monitor relevant capacity building plans. Sign off implementation of the capacity assessment plans.
- Work closely with partner organisations to develop and implement child safeguarding plans, procedures and monitoring mechanisms.

- Plan and deliver training programs for partner staff, including for emergency/humanitarian responses in the project area.
- Work with Support Services teams to ensure that non implementing partners/vendors, suppliers and service providers understand their child safeguarding obligations.
- Build relationships with local level state authorities/ institutions etc who could support in case handling, referrals, legal support to children etc.

Capacity Building

- Deliver a suite of tailored mandatory core training workshops as to enable country office staff to undertake their roles and mainstream safeguarding functions. Support HR department in delivery of induction trainings.
- Develop and provide tailored training and support to teams delivering programmes across the project locations.
- Build the capacity of the project and partner staff in order make sure that our programmes are designed and implemented safely.
- Build the capacity of the CSG field focal persons in appropriately identifying, responding to and reporting on child safeguarding concerns.
- Develop material that will highlight the CSG messages to reach different audiences

Staff and Budget management

- Manage Child Safeguarding staff including recruitment; performance review and talent development.
- Be responsible to manage Child Safeguarding budget and play Budget Holder role including budget planning, monitoring and approving Child Safeguarding expenditures.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Master's degree in social sciences.

EXPERIENCE AND SKILLS

- At least 3 years of experience in child rights/child protection/ child safeguarding practices.
- Experience of working in INGO and a broad understanding of approaches adopted in delivering project activities
- Belief in and commitment to children’s rights
- Being a strong advocate for children’s rights
- Experience of managing as well as undertaking child protection/safeguarding initiatives.
- Experience of working successfully with senior management.
- Experience of planning and undertaking training programmes/workshops in child protection/safeguarding at a range of levels.
- Excellent verbal communication and report writing skills in English and Vietnamese
- Excellent interpersonal skills
- Ability to manage and maximise the benefits of cultural diversity.
- Self-sufficient, proactive and self-motivating.
- Ability to prioritise and deal with competing demands to deliver results.
- Ability to work under pressure
- Skills specifically to manage cases online will be an asset.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Menaca Calyaneratne

Date:

JD agreed by: Le Thi Thanh Huong

Date:

JD approved by: Dragana Strinic

Date:

JD evaluated by:

Date: