



**Terre des hommes**  
Helping children worldwide.

# Safeguarding Ethics and Compliance Manager

*Roving position for Ukraine emergency response*

Terre des hommes is hiring a Safeguarding Ethics and Compliance Manager to support the operations and functioning of Ukraine emergency response in Hungary, Romania, and Moldova, with the implementation, reinforcement, and daily coordination of Tdh standards.

Watch our impact around the [world](#).

- Start date** as soon as possible
- Contract** 1-year, full-time Employment Contract, with possibility of extension
- Benefits** private health insurance, accident insurance
- Location** Bucharest, with regular travels in the region

Deadline for the application: **10<sup>th</sup> of July 2022**

## WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection, migration, access to justice and health projects, we support more than 4 million children and their families in more than 30 countries each year.

Working in Romania since 1992, Terre des hommes is dedicated to child protection, being especially active in supporting the children affected by migration and ensuring fair and friendly access to justice for minors. We mobilize communities to prevent risk situations and we collaborate with social workers, teachers and other professionals to protect children. We help them participate in making decisions that concern them, we invest in education, health, social services and infrastructure in order to improve life of disadvantaged children in Romania.

## ROLE DESCRIPTION

Under the supervision of the Head of Global Ethics and Compliance Office (based in Lausanne, Switzerland), the Safeguarding Ethics and Compliance Manager supports the operations and functioning of Ukraine emergency response in Hungary, Romania and Moldova, with the implementation, reinforcement and daily coordination of Tdh standards, as described in the Global Code of Conduct, with particular focus on the Safeguarding policy framework and the Anti-Fraud and Corruption standards.

The role supports compliance to the relevant Tdh procedures and guidelines within the emergency response and contributes to the development of a misconduct prevention strategy translated into project and support functions and day-to-day tasks.

---

## MAIN RESPONSIBILITIES

- Oversees the integration, coordination, and achievement of Tdh's safeguarding and integrity standards as part of the response, with the support of the Emergency Coordinator and the Head of Global Ethics and Compliance Office.
  - Nurtures and promotes a culture of code of conduct in collaboration with managers and staff at all levels of the response.
  - Leads on reviewing, planning, and implementing capacity building plans on strengthening the Global Code of Conduct and ensuring reporting protocols are known and applied, internally and with external stakeholders
  - Disseminate and raise awareness of Global Code of Conduct values, standards and commitments, and related policies, as they become available, to Tdh staff, partners and communities at national level, across the response and delegations' interventions. Ensure relevant translations, contextualisation and dissemination.
  - Support the implementation, management and monitoring of the emergency response and delegations' complaint and feedback mechanisms and ensure coordination with existing internal mechanisms and standards (SOPs).
  - Advise and support staff and partners in the implementation and understanding of the Global Code of Conduct, with specific emphasis on the safeguarding and integrity policies.
  - Support all response and delegations' functions to ensure alignment with the Global Code of Conduct standards, the required processes (safe recruitment, partner assessment, etc.). Support the updating of these tools and the reinforcement of good practices.
  - Ensure that ethical risks are assessed, and relevant mitigation and preventative measures are fully integrated in the response strategy and other interventions, ensure that resources are allocated. Support integration of integrity requirements and priorities.
  - Support and train project teams and volunteers to ensure that Global Code of Conduct, mainly safeguarding and integrity related risks are assessed for each project and activity, following internal templates and processes, and that mitigation measures are taken, identified and monitored (at the project development stage and for each activity).
  - Ensure that Terre des hommes' Global Code of Conduct policies and commitments are communicated to and known by children, women and men, staff and community members in Tdh's implementation areas. Ensure relevant activities and materials are implemented.
  - Organise at least one semestrial Global Code of Conduct training for all staff, volunteers, and partners at delegations' level. Ensure trainings are documented/tracked (HR).
  - Act as a focal point for reported incidents at the response and delegations' levels and ensure that they are immediately channelled through the internal reporting mechanism, with particular attention to timeliness, confidentiality, and protection of survivors.
-

## YOUR PROFILE

- University degree in Law, Business Administration, Social Sciences, Psychology or any other relevant field
- Minimum 3 years of professional experience working in a humanitarian context with at least 2 years in similar position of responsibility
- Minimum 2 years field experience in a position with responsibilities in safeguarding, integrity, ethics, or in protection (counter trafficking preferred, gender-based violence and/or child protection), preferably in emergency settings.
- Good knowledge of humanitarian project management cycle.
- Proven experience in training facilitation and in the use of contextually appropriate pedagogical methods.
- Very good ability to identify and assess the training needs of staff and partners on an ongoing basis and proven experience in developing training modules and tools.
- Good knowledge of international standards with regards to ethics, safeguarding and integrity. Experience in case management and/or investigating ethics violations is desired.
- Very good capacity and experience in working with national NGOs and government services.
- Excellent command of English and languages spoken in the areas of intervention (Hungarian, Romanian)
- Very good command of computer tools; Word, Excel, PowerPoint, Teams

## TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to [vacancy@tdh.ro](mailto:vacancy@tdh.ro)

Include "Safeguarding Ethics and Compliance Manager", your name and surname" in the subject line of the application email.

Please indicate in your motivation letter your earliest start date.

Short-listed candidates will be requested to complete a written test and participate in an interview. The selected candidate will go through a reference check and criminal record check.

### Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

### GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

*Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.*

---