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| **ROLE PROFILE: Safeguarding, Risk and Compliance Director** | |  |
| Position Title: | **Safeguarding, Risk and Compliance Director** |
| Position ID:  (New or existing) |  |

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| **Team** | Safeguarding, Risk, and Compliance | **Grade** | National – Grade 1  International -Grade 3 |
| **Reports To (Title)** | Syria Country Director | **Contract Length** | 1 year-renewable |
| **Location** | Damascus |  |  |
| **Languages** | English /Arabic | **Headcount** | 3 (direct reports) |

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| **Team and Job Purpose** |
| **Team Purpose:**  The Safeguarding, Risk and Compliance team is the 2nd line of control in the organization, and is responsible for providing assurance on the proper functioning of internal controls, risk management, compliance with local and internationals laws and legislations, as well as abiding by the organization’s safeguarding standards and protocols. The team is also responsible for providing expert support and guidance to all relevant stakeholders to ensure a robust Safeguarding, Risk and Compliance management system is in place.  **Role Purpose:**  The Director of Safeguarding, Risk and Compliance is responsible for providing leadership and coordination of Safeguarding, Risk Management, Internal Control and Compliance, Internal Audit and Fraud Management in the country office.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal job description and be able to vary working hours accordingly. |

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| **Principal Accountabilities** |
| * Raising awareness on SCI mandatory policies and procedures, including Safeguarding and Fraud. * Providefunctional expertise to support the organisation’s risk identification and assessment processes. Utilise detailed knowledge of Board risk appetite to ensure that it is fully embedded and operationalised within the organisation. * Provide expert support to ensure internal controls are fit for purpose * Ensure compliance with internal policies and procedures, SOPs, as well as local and international laws and legislations, etc. * Ensure safeguarding related processes and systems are in place * Lead on and supervise safeguarding and fraud cases management and investigations * Ensure continuous improvement and sharing of lessons learned * Ensure safeguarding, fraud, and compliance related, improvement recommendations and actions are tracked and implemented * Ensure all mandatory reporting is completed and submitted in a timely manner such as the COSA, safeguarding self-assessments, SCARF, etc. * Liaise with the Center on sanctions related matters * Liaise with the Center on aid diversion related matters * Co-chair the Country Risk and Control Committee and lead on the submission of the SCARF on a quarterly basis. Ensure actions are followed-up on and tracked |

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| **Budget** |
| N/A |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 3 (direct reports)  Manager of a team: Yes  Team Manager (manager of multiple teams): Yes |

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| **Size of Remit** |
| SRO |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: 25% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Member of the SMT * Area offices * All support functions (HR, Finance, Supply Chain, etc.) * Legal team * Risk and Compliance team   **External**   * Partners |

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| **Competencies** |
| Cluster: Leading  Competency: Delivering results  Level: Skilled  Behavioural Indicator: Understands the link between their work and the organisation’s objectives.  Cluster: Leading  Competency: Leading and inspiring others  Level: Skilled  Behavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the team.  Cluster: Thinking  Competency: Applying technical and professional expertise  Level: Skilled  Behavioural Indicator: Delivers work that reflects a good knowledge and application of technical and professional standards.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Skilled  Behavioural Indicator: Stays with a problem or challenge until a solution is reached or is no longer reasonably attainable.  Cluster: Engaging  Competency: Communicating with impact  Level: Skilled  Behavioural Indicator: Ensures communications are concise and well-structured.  Cluster: Engaging  Competency: Working effectively with others  Level: Skilled  Behavioural Indicator: Clarifies their role and responsibilities within the team to maximise impact. |

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| **Experience and Skills** |
| **Essential**   * Demonstrable experience at a senior level within both the commercial and NGO sectors, is preferable * Excellent knowledge of Safeguarding policies and practice * A strong interest in international development/humanitarian work * Broad spectrum programme experience, with strong analytical skills * Excellent business partnering and relationship building skills * Proven ability to have a highly strategic focus, whilst dealing competently with operational matters * Proven ability to lead on complex discussions in a complex context * Proven ability to lead on a performing team and deliver results * Ability to transfer skills to others * The ability to understand and break down complex technical problems, both translating them into layperson’s terms as well as finding solutions which work * Strong personal organisational and self-management skills with an ability to lead and work in teams and motivate others * Experience of managing teams, as well as indirect relationships * Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures * Ability to manage stress and sensitive discussions and situations, flexible and accommodating in difficult and frustrating working circumstances * Good understanding and experience in supporting child and adult survivors and putting mechanisms in place to ensure they access the relevant support available locally and are listened to * Experience with working with partners in complex contexts * Ability to maintain a high level of confidentiality and integrity, and to carry out sensitive conversations * Willing to travel to support members directly or to relevant events as required. * Commitment to and understanding of child rights, as well as SCI’s aims, values, and principles.   **Desirable**   * HEAT training |

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| **Education and Qualifications** |
| **Essential**   * Master’s degree in relevant field (such as social sciences, economics, business, or other) * Knowledge of global sanctions, export controls, and counterterrorism laws * Knowledge in safeguarding, child rights, child protection, case management, etc. * Arabic, fluently spoken, read, and written * English, fluently spoken, read, and written   **Desirable**   * Certified Fraud Examiner certificate, or similar * Safeguarding related certificate |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 10/24/2024 |  | Ishbel |  |