



## ADRA Ukraine Job Description

**Title:** Protection, Gender and Accountability to Affected Populations

**Reports to:** Programs Director

**Supervises:**

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The Adventist Development and Relief Agency is a global humanitarian organization of the Seventh-day Adventist Church that demonstrates God's love and compassion. ADRA works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

All candidates must understand, respect and honor the mission, purpose, and identity of ADRA Ukraine.

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### SUMMARY

Protection, Gender and Accountability to Affected Populations helps support the ADRA Ukraine staff in the development of programs, continuous improvements in practices and procedures and foster an environment that prevents and protects against exploitation and abuse. This position is responsible for supporting and tracking the implementation of policy on safeguarding and protection. S/he will be the subject matter expert who will support the protection and safeguarding in action plans, sharing best practices, harmonizing policy and practice, refining training material, reinforcing complaints mechanisms and investigation methods.

S/he will continuously promote protection from exploitation and abuse, ADRA's zero tolerance towards exploitation and abuse, and actively participate in external and internal forums and working groups. In coordination with key stakeholders and groups, advise the office management in developing a culture that supports and creates a safe work environment and safe programs free from exploitation, violence and abuse.

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### PRE-REQUISITES



- A university degree in social science; International Human Rights Law; human resource law; investigation; gender-based violence or relevant field
  - A minimum of three (3) years of relevant work experience, especially in ethics and compliance, investigative practices, familiarity with safeguarding and protection from exploitation and abuse, and experience integrating compliance issues throughout the organization/company.
  - Experience with protection in emergency situations. Experience in Ukraine context preferred.
  - Experience of managing as well as undertaking complex investigations and reviews, providing guidance to office management on how to address any issues ensuring the well-being of the survivor of the incident
  - Demonstrated experience to work with highly sensitive material in a confidential way
  - Good interpersonal skills with the ability to communicate and influence at all levels, taking into account cultural and language difficulties.
  - Capable of transferring skills and knowledge across a range of capacities including safe program design, implementation, risk assessment and analysis, and advisory functions.
  - Proven experience and ability to design and deliver trainings
  - High degree of organizational ability, working well under pressure and to deadlines
  - Excellent written and oral communication skills in Ukrainian and English
  - Knowledge of international standards and best practices in safeguarding, Protection Sexual Exploitation and Abuse (PSEA), child protection (CP), and related topics
  - Solid project management including planning and scheduling, process design, implementation and monitoring and evaluation
  - Track record of strong facilitation, networking, and influencing skills in-person and remotely
  - Experience working in the area of Human Resources
  - Significant experience in understanding and working with the concepts of organizational cultures
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## BEHAVIORAL COMPETENCIES

- **Adhering to Principles and Values** - Believes in strong principles; upholds ADRA's values; promotes and defends equal opportunities.
  - **Relating and Networking** - Establishes good relationships with colleagues; builds wide and effective networks.
  - **Formulating Strategies and Concepts** - Works strategically to realize organizational goals; sets and develops strategies.
  - **Coping with Pressure and Setbacks** - Works productively in a high-pressure environment; balances the demands of a work life and a personal life.
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## RESPONSIBILITIES



- Work closely with HR as well as others in the office to improve the prevention of PSEA/CP through policies and practices.
- Ensure that proper processes and practices are adhered to throughout the employment process starting in recruitment, performance management, and overall systems in the office.
- Ensure safeguarding best practice is embedded into the employee life cycle
- Ensure the training of staff and other stakeholders reinforcing the PSEA/CP standards.
- Oversee implementation of ADRA Ukraine's Safeguarding policies
- Manage context and service mapping and support in survivor assistance
- Conduct safeguarding and protection risk assessments and develop mitigation strategies
- Coordinate with staff in the development of strategies, systems and procedures to respond to PSEA.
- Assist in establishing and maintaining the complaint mechanism of ADRA Ukraine. Identify additional channels.
- Support the office with guidance on best practices and maintain all levels of the organization informed of those practices.
- Collect and maintain appropriate data on PSEA/CP in order to report internally and externally as requested.
- Provide technical support and advice in the preparation and conducting investigations and provide resources and tools as well as any relevant guidance.
- Create and maintain PSEA/CP tools to ensure the education of the ADRA Ukraine staff and other related stakeholders.
- Participate in the development of programs and other systems in the ADRA Ukraine operations to ensure the systems are processes are included in all the programs that the office is involved in.
- Participate and represent ADRA Ukraine in Cluster meetings, working groups and other networks to develop and implement best practices and remain updated on international practices within the NGO community.
- Represent ADRA Ukraine as the expert focal point as requested.
- Other duties as assigned

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## **TRAVEL**

Up to 40% domestic and international travel required. Must have the ability to travel on short notice if necessary.

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## **MENTAL/EMOTIONAL REQUIREMENTS:**

Must be able to work in a fast-paced and customer service-oriented environment; to perform duties under pressure and meet deadlines in a timely manner; to work as part of a team as well as to complete assignments independently; to take instructions from supervisors; to exercise problem-solving skills; and to interact with co-workers, supervisors, network employees, donors and the public in a professional and pleasant manner.



Support Ukraine CO operations' consistency with WFP policies on Protection, Gender, and AAP. Integrate the Protection, Gender, and AAP considerations into WFP's program in Ukraine. Establish partnerships to ensure inclusive, safe, dignified, and accountable humanitarian assistance.

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**PHYSICAL REQUIREMENTS / OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)**

Person must be able to perform essential job functions with or without accommodation. Incumbent should be in optimal health for difficult and temporary below-basic living conditions at overseas location and for field travel in general.

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**COMMITTEE MEMBERSHIP**

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**CONFIRMATION**

Name: \_\_\_\_\_

Start date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of signing: \_\_\_\_\_

Signature of witness (HR): \_\_\_\_\_