



### Vacancy announcement

<b>Position</b>	<b>SEAH &amp; Child Protection Investigation Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Paris, France	<b>Travel requirements</b>	25% as average
<b>Contract duration</b>	Open-end	<b>Security Risk Level</b>	Low (HQ) to High (field missions)

#### About ACTED

Created in 1993, ACTED is an international non-governmental organization pursuing a dual mandate of emergency response and development interventions in 40 of some of the world's most vulnerable countries affected by conflicts, disasters or socio-economic hardship. With a team of 7,000 national staff and 400 international staff, ACTED implements 500 projects a year to support more than 20 million beneficiaries, notably in hard-to-reach areas.

ACTED goes to the last mile through programs and approaches that look beyond the immediate emergency towards opportunities for longer term livelihood reconstruction and sustainable development. Guided by the motto "Think Local, Act Global" and its 3Zero –Zero Exclusion, Zero Carbon, and Zero Poverty – strategy, ACTED puts local territories at the centre and provides a tailored support to local needs.

#### ACTED HQ | Transparency, Compliance and Investigation department

ACTED's headquarters' (HQ) role is to coordinate the organization's interventions at global scale. Today the HQ is composed of more than 100 people in the HR, Finance, Programs, Audit, Security, Logistics & Systems and Communication departments. These departments provide support to the missions on the field (in 39 countries).

The Transparency & Compliance Department was created in 2005 in order to ensure an objective and independent vision of the operations carried out within ACTED's various country missions. Its core role is to ensure transparency and efficiency in delivering aid to the most vulnerable by preventing, monitoring and detecting non-compliance with applicable policies, procedures and highest standards.

ACTED operates in conflict zones and natural-disaster-afflicted areas. While ACTED has put in place strong internal control processes, the Investigation Unit has been added to ACTED's set of tools in 2020 to structure further its approach to risk of abuses and address those in the best way possible.

ACTED takes a zero-tolerance approach towards sexual exploitation, abuse and harassment (SEAH). ACTED is committed to the prevention of sexual exploitation, abuse and harassment both within the organization and within the framework of ACTED programmes and beneficiary populations. Our policy against sexual exploitation and abuse encourages prevention, promotes detection, sets out a clear investigation procedure and a mechanism of sanctions.

The now called Transparency, Compliance and Investigation (TCI) department is composed of two core functions:

- (i) the Audit & Compliance Unit ;
- (ii) the Investigation unit to prevent, detect and investigate cases related to fraud and abuses.

The Investigation Unit must receive all complaints on abuses and must be alerted of all suspicions of abuses. The Unit must then assess the information at hand and determine the level of sensitivity. It will then accompany the investigation process if one is warranted. Furthermore, the Unit is in charge of conducting trainings on investigation processes and awareness raising to teams.

#### Key roles and responsibilities

As part of the Headquarters Investigation Unit, the Sexual Exploitation, Abuse and Harassment (SEAH) & Child Protection Investigation Officer is in charge, under the direction of the ACTED Group Transparency, Compliance and Investigation (TCI) Director of i) conducting and providing guidance for SEA & Child Protection investigations, (ii) contributing to the continuous strengthening of PSEA & Child Protection mechanisms based on lessons learnt and best practices (iii) of providing any required technical support and trainings on SEAH & Child Protection.

##### 1. Investigation:

Under direction of the ACTED Group Transparency, Compliance and Investigation (TCI) Director and in close collaboration with the Human Resources Director, the SEAH & Child Protection Investigation Officer will participate in the evaluation and processing of SEAH and Child Protection alerts. He/she will contribute to:

- a) **Monitor the ACTED Transparency Line reporting platform, the level 5 alerts and analyse data:**
  - Monitor the ACTED Transparency Line (reporting platform), identify the level 5 complaints (SEAH and child protection related) and forward all the level 4 and below complaints to appropriate staff either in country or in HQ.
  - Maintain a consolidated register of the level 5 alerts received on the platform (opening of cases);
  - Develop reports and statistics.



b) **Conduct and provide guidance for objective, fair, thorough, confidential and timely investigations into allegations of SEAH & Child Protection in close link with TCI and HR Director.**

- Conduct preliminary data gathering related to complaints received and evaluate the credibility of the alerts /complaints;
- Maintain a survivor centered-approach throughout the investigation in close link with the HR department;
- Ensure that all information is maintained with the utmost care and confidentiality;
- Develop investigations plan which determine scope, timing, and direction of SEAH and child abuses investigations and follow-up with the people concerned;
- Review and research evidence/documents to draw conclusions: (i) organize and conducts interviews; (ii) document all investigative steps;
- Produce /oversee the preparation of investigation reports with recommendations;
- Ensure follow-up of recommendations provided;
- Draft donor notifications in line with the Investigation Manager or TCI Director.

2. **Contribute to develop PSEA & Child Protection mechanisms (incl. sensitization trainings) based on lessons learnt and best practices (i) to reduce the risk of exploitation and abuse and (ii) to raise awareness among ACTED's staff**

- a) Contribute to SEAH and Child abuses risk assessments upon requests;
- b) Make recommendations/suggest corrective actions to address gaps in knowledge, systems or procedures to strengthen prevention efforts.
- c) Contribute to the development of training materials on safeguarding investigation methodology for country coordination and senior management;
- d) Remains up-to-date on relevant trends and activities in the global compliance profession notably within the International Aid sector, particularly as relates to SEAH & Child Protection investigations.

3. **Reporting, support and other tasks:**

- a) Contribute to reports and presentations for the ACTED Group Transparency, Compliance and Investigation Director, HQ and/or Country Directors, Board and Safeguarding Committee meetings related to safeguarding investigation and hotline performance and effectiveness (e.g. data collection, statistics);
- b) Any other tasks as requested by the line manager.

**Required qualifications and technical competencies**

- Master degree, preferably in a development/humanitarian related field
- At least 1-2 years of professional experience in humanitarian and/or development organizations
- Previous experience in working in developing countries would be a strong advantage
- Previous experience related to Protection and/or PSEA-H, such as :
  - Knowledge of safeguarding/sexual exploitation and abuse principles and standards
  - Collaborating to the development of culturally sensitive training and capacity-building programs, materials, and communications
  - Support in SEA and Child abuses investigations and the previous participation in the management of a whistleblower hotline could be a strong advantage
- Flexibility and adaptability are essential, as well as the ability to plan, take initiative and work independently and under pressure
- Excellent communication and drafting skills in English & French
- Familiarity with basic office software programs
- Good understanding of power dynamics
- High integrity and capacity to deal with sensitive data
- Strong interpersonal and communication skills in a culturally diverse work environment

**Conditions**

- Salary between 2100 and 2300 euros net per month.
- Medical insurance, food vouchers ("tickets restaurant") and 50% coverage of transportation costs.

**How to apply**

Please send your application including cover letter and CV to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: PSEAO/HQ**