Position: [Insert applicable information]

Report to: [Insert applicable information]

Level: [Insert applicable information]

Location: [Name of Organization; Insert base and country

Last updated: [Insert applicable information]

Length of Contract: [Insert applicable information]

*Brief snapshot of the organization*

[Insert applicable information]

1. **Summary of Position**

xxxx

The xxx role’s purpose, engagement and delivery is:

* **Purpose** (The substantive focus of the job encompassing scope, depth and difficulty of work both conceptual and applied)

[Insert applicable information]

* **Engagement:** (The focus of interaction both internally and externally needed to deliver a service seek collaboration and build effective partnerships)

[Insert applicable information]

* **Delivery:** (The focus on the execution of the work and the role on the team for supporting business/operational functions in terms of timeliness and quality)

[Insert applicable information]

1. **Essential job duties**

*[Should include consistent duties related to Safeguarding here, for instance, creating and maintaining an environment free from abuse and exploitation, obligation to report any concerns, participation in mandatory PSEA trainings, etc.]*

1. **Supervisory Responsibilities**

[Insert applicable information]

[Should reference Managers at all levels have additional Safeguarding and PSEA responsibility]

1. **Gender Equality Commitments**
* Foster an environment that supports values of women and men, and equal access to information.
* Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
* Respect beneficiaries’ women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion. race, color, ancestry, national origin, age, or marital status.
* Value and respect all cultures.
1. **Safeguarding Commitments**

The incumbent is required to carry out his/her duties in accordance with the name of organization Safeguarding policy and the Code of conduct.

Remain alert and responsive to any child and adult safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child and adult safeguarding policy and procedures, and conduct yourself in a manner consistent with the Safeguarding Policy.

1. **Fiscal Responsibility**

[Insert applicable information]

1. **Physical Demands**
* While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. **Working Conditions, Travel and Environment**

The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.

Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

1. **Required Qualifications and Professional Experience**
* [Insert applicable information]
* [Depending on the position, reference the required qualifications and professional experience related to Safeguarding and PSEA]
1. **Required Skills & Competencies**
* [Insert applicable information]
* [Depending on the position, reference the required skills and competencies related to Safeguarding and PSEA]

*name of organization has zero tolerance on sexual exploitation and abuse. All employment offers are conditional upon the receipt of satisfactory references and the signing our code of conduct, Safeguarding Policy with a particular focus on Protection from Sexual Exploitation and Abuse and Child Safeguarding. This position will also be subject to robust reference and background screening checks.*

*We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, disability, marital status, or status as a veteran*

*name of organization complies with all applicable laws governing non-discrimination in employment.*