



International Community of the Divine Savior General Committee

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June 7th, 2021

ICDS Safeguarding Officer at the international level

OVERVIEW

The International Community of the Divine Savior is committed to a culture of safeguarding and protecting minors and vulnerable persons. To this end, the ICDS is in the process of implementing safeguarding procedures. The two overarching goals of this process are the following:

1. Ensuring that all ICDS members and units adhere to the same high safeguarding standards within their local organizations and across their programs and
2. Ensuring that appropriate structures are in place to respond appropriately and at the proper scale for safeguarding cases.

The General Committee (GC) of the ICDS is now looking for a Safeguarding Officer who will be in charge of leading and overseeing this process at the international level.

OBJECTIVE

To lead the process of mainstreaming safeguarding across the ICDS units and to make sure that safeguarding cases are responded to appropriately and at the appropriate scale.

ROLES AND RESPONSIBILITIES

Capacity Building and Training

In order to continuously build awareness and understanding on safeguarding across the ICDS units:

- ⑩ Development of an ICDS Safeguarding training plan together with the GC and the units, including an initial training and task description of the units Safeguarding coordinators
- ⑩ Guide and monitor the implementation of the ICDS Safeguarding training plan in cooperation with the units
- ⑩ Support and promote the development/identification of an appropriate Safeguarding Online Training available to all members, staff, volunteers (extra-ordinary members).
- ⑩ Develop/monitor the development of a database to track how many members, staff have completed trainings (on-line and face-to-face), also the recurring trainings according the ICDS safeguarding policy.

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Response (complaints handling)

1. Receive and acknowledge complaint notices from the units in a timely manner
2. Screen and assess the type and nature of the complaint and undertake the appropriate course of action as follows:
 - ↳ Contact the ICDS General Committee (GC) for allegations that represent a high reputational risk for the ICDS
 - ↳ Refer back those complaints to the units for cases that do not represent a high reputational risk to the ICDS and identify the support required to process the complaint

Investigations

- ⑩ support and develop good methods of investigation for clear findings in cooperation with the safeguarding coordinators of the units.

EXPERIENCE AND SKILLS

- ⑩ Lay Salvatorian in a good standing
- ⑩ recognized and respected person within the unit
- ⑩ experience on the unit coordination team is an advantage
- ⑩ strong ability to work with people using effective interpersonal and communication skills and to respectfully interact with people from diverse cultural backgrounds.
- ⑩ strong analytical skills, including monitoring and evaluation and report building
- ⑩ strong presentation, facilitation, training, mentoring, and coaching skills
- ⑩ strong computer skills including familiarity with standard desktop applications
- ⑩ solid organizational/time management skills
- ⑩ proactive, resourceful and results-oriented
- ⑩ good level communication skills in English and/or partially Spanish is an asset.
- ⑩ experience in safeguarding of minors and vulnerable persons issues in other organizations would be an advantage but not a requirement.

Send us a short CV and a motivation letter why this position would be of interest for you until the end of July. We are looking forward in your applications.

With brotherly wishes



Mr. Christian Patzl
President of the ICDS



Mr. Sabin Ormaza
Assistant Secretary of the ICDS