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| **TITLE:** HR & Safeguarding Coordinator |  |
| **REPORTS TO:** Area Director  | **LOCATION: North&West Area Office -** Chernivtsi or Kyiv |
| **GRADE**: 3 B | **CONTRACT LENGTH:** to 31 December 2025 |
| **CHILD SAFEGUARDING:** Level 3:  the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The role of Human Resources & Safeguarding Coordinator is twofold:1. **Safeguarding**

Provide the North and West Area Office team with safeguarding expertise and guidance to reduce the safeguarding risk for both children and adults in the affected community, and to respond robustly, effectively and in a child-centred way to any suspected violations. He/she will ensure that child safeguarding is embedded in every stage of the country office program cycle, from assessment and country strategy development, through to exit strategy planning. Reporting to the Area Director, the HR & Safeguarding Coordinator will map and help the team to respond to the major safeguarding risks to children in the NWAO, including the risks of sexual abuse and exploitation by Save the Children staff, volunteers, INGO workers and partners. The role will manage the area level safeguarding violation reports and concerns, working closely with, and building the capacity of, focal points among the national staff. The Safeguarding Coordinator will provide guidance and, on the job, safeguarding coaching and mentoring for national and international staff, partners and volunteers, and link with Child Protection within Save the Children and other NGOs, to ensure a coherent child-centred response to any child safeguarding concerns. The Safeguarding Coordinator will have close engagement and work hand in hand through an harmonised approach with the other area Safeguarding Coordinators while receiving support from the Head of Safeguarding and Safeguarding Manager. He/she and will also provide capacity building support to the existing safeguarding focal points on the ground and take part in multi-agency groups such as the PSEA taskforce, where active, relevant clusters, and work proactively with other active NGOs, especially regarding any joint reporting mechanisms or referral pathways. 1. **HR**

Ensure WAO office is compliant compliance with SCI and SC Ukraine HR policies, Labour Law of Ukraine, and Civil Code of Ukraine. The position is responsible for the timely and accurate preparation staff payroll, employment contracts and supporting finance team with payments to staff delivering services under service contracts. The post holder will have Area Office responsibility for the recruitment of national staff, onboarding, and staff professional development. The incumbent will be required to work in close cooperation with program and support units, partners and stakeholders ensuring high-quality HR services. Other tasks such as the maintenance of employee databases, personal files, HR trackers and reporting are included in position holder responsibilities.   |
| **KEY AREAS OF ACCOUNTABILITY:**1. **Safeguarding**
* Support Area Director in ensuring minimum operational standards of Safeguarding are met and risks mitigated.
* Ensure that the existing focal points respond in real-time to safeguarding violations in an effective, robust and survivor-centred way.
* Ensure that case information is kept confidential, documented, and filed/stored appropriately.
* Provide expertise to colleagues to identify, analyse and act to mitigate key safeguarding risks to children and adults in our programmes and programme areas.
* Identify and ensure integration with all sectors, ensuring that SG issues are raised and addressed in real-time.
* Deliver Safeguarding training to staff members and partners as required.
* Work closely with MEAL to develop (or strengthen) adequate reporting mechanisms.
* Participate in relevant coordination mechanisms, including Clusters and PSEA networks and support the coordination of Safeguarding activities.
* Support the CP to set-up referral mechanisms that work for both CP and Child Safeguarding concerns.
1. **HR**
* According to SC policy, collects and stores relevant staff information - personal data, contracts/agreements, signed policies, certificates of trainings completion, etc).
* Preparation of HR related agreements, documents, orders, letters, in accordance with Ukrainian labour law.
* Ensures staff complete timesheets in accordance with SC practice.
* Collects, checks and tracks leave forms and updates Leave Tracker.
* Manages inductions for new staff.
* Responsible for submission of payroll payment documents to Finance department.
* Assists in updating the Performance Management system, and prepares reports.
* Overseas day-to-day HR activities.
* Ensures all processes and documentation related to staff registration, taxation, insurance, learning & development are complete.
* Supports in organizing and conducting team-building activities.
* Ensures recruitment processes are followed and documentation complete.
* Ensures timely and correct records updates in HR Oracle System.
* Support with administrative functions when needed.
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| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)**Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
* holds the team and partners accountable to deliver on their responsibilities, providing the necessary development to improve performance and implementation of programme activities.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
* widely shares their personal vision for Save the Children, engages and motivates others.
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
* values diversity, sees it as a source of competitive strength.
* Approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions.
* Willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity.
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| **QUALIFICATIONS AND EXPERIENCE****Essential:*** University degree in social sciences/work, child protection, human rights, law enforcement, law, human resources or relevant area.
* 2-4 years progressively advanced management experience in some of the areas above
* Experience of case management and admin inquiry processes
* Proven ability to work in challenging environments.
* Excellent interpersonal, communication and team management skills
* Proficient in MS Excel, MS Word, Outlook
* Ability to learn the Safeguarding and HR policies and staff management processes and systems policy and best practice at Save the Children
* Good team member skills, including the ability to be part of and organise, support, manage and develop a small team.
* Experience in designing and delivering trainings, including strengthening the capacity of key stakeholders.
* Experience of working with partners and of using a participatory approach as well as of coordinating responses with a range of actors, including Government authorities, national/local organisations, NGOs, UN.
* Ability to achieve results and maintain consistent high standards of professional behaviour and achievement, including when working alone.
* Ability to manage stress, be flexible and accommodating in difficult and frustrating working circumstance.
* Fluency in Ukrainian and competent in written and spoken English.
* Commitment to and understanding of child rights, as well as of Save the Children’s aims, values, and principles.

**Desirable** * Good knowledge of and experience in using established inter-agency standards and guidelines in child protection, such as the Inter-agency Guiding Principles on Unaccompanied and Separated Children, IA Case Management Guidelines, and others.
* Familiar with Save the Children HR systems.
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| **Job Location:** Various – depends on need. |
| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.**Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.**Code of Conduct** The post holder is required to carry out the duties in accordance with SCI Code of Conduct.**Child Safeguarding Policy**The post holder is required to carry out the duties in accordance with SCI Child Safeguarding Policy, Social media Policy, Information Technology Policy |
| **Date of issue: Author:**  |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.