

SOS Children's Villages International is the umbrella organisation for the global federation of SOS Children's Villages. As a non-governmental social development organisation we support children without parental care and families in difficult living conditions through services in care, education, health and emergency relief, and we advocate for the rights of children and young people, in alliance with a great diversity of partners. We work in more than 130 countries and territories, reaching over one million children, young people, families and caregivers each year. To support us with this important responsibility the **International Office CEE/CIS/ME** is looking for a committed:

Incident Manager (People and Asset Safeguarding) CEE/CIS/ME (f/m/d)

Location: Vienna/Austria, Tallinn/ Estonia, Amman/ Jordan, Skopje/ North Macedonia, and Almaty/Kazakhstan, Sarajevo /Bosnia and Herzegovina

Mission of the position:

To ensure that all suspected cases of misconduct are recorded and assessed on a timely basis and appropriate further action taken, such that organization fulfills its obligation to pursue and respond to all violations of the SOS Children's Villages Code of Conduct and the policies or regulations referred in it and to prevent further harm.

Tasks and Responsibilities:

- Registers, documents and assesses all adult and asset safeguarding incidents according to the Federation's Incident Management regulations.
- Advises management on how to proceed with each incident (investigate, close, hand over)
- Supports management in planning and commissioning investigations.
- Acts as a regional counterpart to investigators.
- Trains National Incident Management teams on their duties in Incident Management in Asset and Adult Safeguarding.
- As a member of the Regional safeguarding team, contribute to continuous reflection and improvement in knowledge and practices.

Requirements:

- University degree in Human Resources Management, Management, Finance, Law, Psychology, Organizational psychology, or related Master's degree in one of the above fields preferable
- **5 years** of working experience with a minimum of **3 years** of experience in Human Resources or Management, or Safeguarding or anti-corruption
- In depth knowledge of Safeguarding, PSEA, Value Based conduct or anti-corruption
- **English language** Advanced (proficient) level, Russian or Arabic languages are desirable
- Research, Knowledge Management and learning skills
- Ability to advocate and offer policy guide
- Conforms to organizational policies and procedures

We offer:

- Working for a meaningful cause

- A competitive Salary depending on Experience/Country of employment
- The opportunity to work in one of the largest International Non-Profit Organizations on Child Care, in a position with a varied scope of tasks and responsibilities directly impacting on the development of the organization in achieving its strategic goals
- To contribute to our meaningful mission: "We build families for children in need, we help them shape their own futures and we share in the development of their communities.
- A range of interesting tasks in a leading international NGO's multicultural working environment

How to apply

If you are interested in this position, please apply via the link [Incident Manager \(People and Asset Safeguarding\) CEE/CIS/ME](#) by the latest date **8 April 2023**.

SOS-Children's Villages International, www.sos-childrensvillages.org.