***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)***

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| **TITLE:**  Safety,Security and Safeguarding Intern | |
| **TEAM/PROGRAMME:** Operations / Human resource | **LOCATION: Kigali** |
| **GRADE**: TBC | **CONTRACT LENGTH:** |
| **CHILD SAFEGUARDING: (select only one)**  Level 1:  the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed. | |
| **ROLE PURPOSE:**  To learn from on-job training how Safety, Security and Safeguarding practically managed.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | |
| **SCOPE OF ROLE:**  **Reports to:** Safety, Security and safeguarding Coordinator  **Staff directly reporting to this post: N/A**  **Reports to: *(Safety ,Security and safeguarding intern)***  **Staff reporting to this post: (NA)**  **(delete where its not applicable)**  **Direct:**  **Indirect :**  **Budget Responsibilities: *£xxxx per year***  **Role Dimensions**: ***(e.g. complexity, relationships, communication with stakeholders)*** | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Key Learning Objectives**   1. Lean and understand the process of conducting fraud, safety, security and Safegurding risk assessment. 2. Support in preparation of Safety, Security and Safeguarding awareness trainings 3. Supports in the distribution and dissemination Safeguarding materials at the Co office Field office and in the humanitarian response. 4. Learn the management of Safety Security incidents and reporting cases in Datix 5. Learn how to conduct safety, security investigations and practice drafting reports 6. Follow up with new hire staff ensure they receive fraud, safety, security and safeguarding induction on time 7. Support in Case management, Takiing meeting minutes, filing documents and scheduling related meeting of the reported cases 8. Track and update Staff Completion database of the Fraud, personal safety security and safeguarding trainings 9. Prepare Procurement request with procurements staff for the Safety, Security and Safeguarding procurement needs, follow up until delivered. 10. Practice on updating Safety and Security required documentation i.e updating communication tree 11. Schedule security orientation/briefing for newly appointed SC staff and CO visitors   **Performance Indicators**   * The incumbent will be able to undstand the process required in the Safety , Security and Safegurding risk assessment * The incumbent will be able to understand the required content in Safegurding awarenesses * The incumbent will be able ro report incident into Datix system and assist staff in reporting using datix * The incumbent will have an understanding on the case management * The incumbent will be able to analyse the required information to be captured in the Security briefing * The incumbent will be able to organise workshops or trainins events for staff related to fraud , safety security and Safegurding * The incumbent will be able to assist in the transilation of some of the investigation findings * The incumbent will be able to support in security brirfing for CO visitors * The incumbent will be able to keep Fraud , Safety Security and safeguarding trainind data base updated | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * Holds self-accountable for assets available for her /his use * Holds self-accountable for any Fraud Safety, Security and Safegurding document in his/her possession   **Ambition:**   * Sets ambitious and challenging goals for themselves and take responsibility for their own personal development * Future orientated, thinks strategically and on a global scale   **Collaboration:**   * Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, managers, members and external partners and supporters * Values diversity and different people’s perspectives, able to work cross-culturally.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**   * Bachelor degree in Social work / finance management or Equivalent. * 1 years work experience, preferably in an NGO set up | |
| **EXPERIENCE AND SKILLS**  **Essential**  **Desireable**   * Highly developed relationship building and interpersonal skills * Highly developed verbal and communication skills * Strong analytical and financial modeling skills * Ability to liaise with a diverse range of people, stakeholders and customers * Strong time management and organizational skills * Ability to work under pressure and to tight deadlines * High levels of attention to detail and quality * Computer literacy (including advanced excel skills) | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |