



**Job Title:** Senior Safeguarding Officer

**Location:** Lilongwe, Malawi

**Contract:** 3 year FTC

**Reporting to:** Executive Director

Please note that we will only be accepting applications from candidates with the Right to Work in the location above.

**Please note:** CAMFED will never request applicants to pay a processing fee or to provide personal or financial information for recruitment purposes. If you have any concerns please contact [recruitment@camfed.org](mailto:recruitment@camfed.org)

### Principal Accountability

The Safeguarding Officer is responsible for upholding CAMFED's zero-tolerance stance on sexual exploitation, abuse, discrimination, and harassment. This role involves ensuring the organization promotes safe environments and upholds the rights and safety of marginalized girls and young women. The Safeguarding Officer provides technical and strategic guidance on safeguarding policies and is the primary contact for staff regarding safeguarding concerns.

### Who we are

CAMFED (the Campaign for Female Education) is internationally recognized as a leader in girls' education, for its child protection policy and practice, and as a voice for girls' education and women's empowerment at the highest levels. Founded in 1993, CAMFED supports girls throughout their primary and secondary school years and supports women to transition to productive and fulfilling livelihoods and onto leadership, as role models, activists, and philanthropists. CAMFED operates in Ghana, Tanzania, Zambia, Zimbabwe, and Malawi. CAMFED began working in Malawi in 2009, and is currently operating in all the districts, working closely with the Ministry of Education.

### Specific Accountabilities

#### Policy Management and implementation

- Review, update, and implement safeguarding policies
- Enhance reporting channels and response plans for safeguarding concerns
- Develop annual safeguarding plans
- Ensure policies comply with data protection and confidentiality regulations

#### Capacity Building

- Design and deliver safeguarding training for staff, stakeholders, and partners
- Ensure understanding of safeguarding policies and conduct expectations
- Develop and share awareness materials and support community learning.



### Promoting Safe Environments

- Raise awareness and coordinate with various committees and authorities
- Monitor and assess safeguarding practices and implement improvements

### Case Management

- Serves as a key contact for safeguarding concerns and provide support and advice in consultation with the National Director
- Investigate safeguarding violations and facilitate appropriate referrals and follow-ups

### Monitoring and Continuous Quality Improvement

- Report on safeguarding indicators and suggest improvements
- Track and evaluate safeguarding practices, maintaining confidentiality

### Strategic Partnerships

- Identify and maintain relationships with relevant service providers and authorities to ensure appropriate referrals and linkages, including developing and maintaining a directory
- Represent CAMFED and contribute in relevant expert groups/communities of practice with a view to ongoing strengthening of Safeguarding in CAMFED

### Person specification

- 5 years' experience of working in Safeguarding
- Bachelor's degree in social science / Gender and Development /Sociology/community Psychology or equivalent degree in other relevant fields with relevant skill and proven expertise of Safeguarding in recent roles in development sector
- Demonstrable experience in Child Protection and safeguarding
- Demonstrable interest in working to prevent sexual exploitation and abuse
- Demonstrable interest in working with young people and communities

### Essential

- The ability to maintain strict confidentiality and handle highly sensitive information discreetly
- The ability to demonstrate integrity throughout a decision-making process
- The ability to develop and maintain positive working relationships and to work in an inclusive and collaborative manner with internal and external stakeholders
- Knowledge of safeguarding legislation
- Strong facilitation and training skills

The duties and responsibilities in this role profile are not exhaustive and are subject to change following the needs of the organization. A job profile needs to be flexible enough to allow us to be adaptive as an organisation.



### **CAMFED Values**

The post holder is expected to live the CAMFED values which are:

- Focus on the girl as client
- Partner with the Community
- Be transparent and accountable

### **Equality, Diversity and Inclusion at CAMFED**

CAMFED is an equal opportunity employer, committed to creating an inclusive environment for all employees. We welcome applicants from diverse backgrounds, including those from marginalised communities.

*CAMFED has a zero-tolerance approach to sexual exploitation, abuse, discrimination and harassment in all forms. All applicants will, therefore, be subject to a comprehensive verification process, which includes background and reference checks, as well as verification of qualifications.*

### **Application details:**

Please submit your application by **5pm on Tuesday 22nd April 2025.**