

Protection from Sexual Exploitation and Abuse (PSEA) Manager

Job description

Reports to: *Head of Programmes*

Responsible for: *Project staff, where funding permits; Volunteers/interns, as and when needed*

Location: *Geneva or London*

Contract type: *open-ended contract – 80 to 100%*

Job purpose:

Under the supervision of the Head of Programmes, strengthening the CHS Alliance's capacity to influence and support the humanitarian and development sectors in their efforts to prevent and deal with sexual exploitation and abuse, implementing and developing the CHS Alliance's work on PSEA and supporting its members in reaching the Core Humanitarian Standard (CHS).

Main responsibilities:

Policy

- ◆ Influence policy on PSEA in the sector through interaction and discussion with key stakeholders, including the IASC AAP PSEA Task Team¹, donors and CHS Alliance members.

Verification

- ◆ Promote and support the use of the Core Humanitarian Standard as a means to address SEA, including through the use of the PSEA score in verification and improvement plans.

Capacity building

- ◆ Lead the development of a comprehensive training programme on PSEA and investigations.
- ◆ Maintain and grow the pool of CHS Alliance approved trainers in PSEA and investigations.
- ◆ Manage the process of regular reviews of the materials used for training.
- ◆ Manage translation of training materials.
- ◆ Conduct an annual survey to assess the impact of the training programme.

Support to CHS Alliance members and others on PSEA

- ◆ Develop an active community of practice on PSEA among the members.
- ◆ Respond to enquiries from CHS Alliance members and others on PSEA.
- ◆ Provide in-depth guidance and support to CHS Alliance members as they work to improve their work on PSEA.
- ◆ Provide guidance and support to enquiries received through the IASC PSEA Help Desk.
- ◆ Organise regular webinars to promote awareness of and discussion on the issues relating to PSEA.

¹ Inter-Agency Standing Committee on Accountability to Affected Populations and Prevention of Sexual Exploitation and Abuse Task Team.

Fundraising and donor liaison

- ◆ Research options for funding to maintain and expand the CHS Alliance’s work in this area.
- ◆ Write and submit concept notes and proposals.
- ◆ Manage funded projects, including implementation, reporting and monitoring of expenditure against budget.

Resources

- ◆ Develop and disseminate resources on the topic, and ensure existing resources are reviewed as and when appropriate.
- ◆ Keep the PSEA resource page on the CHS Alliance website updated.
- ◆ Manage translation of resources.
- ◆ Manage the commission, undertaking and dissemination of research on relevant topics, when funding permits.

Other

Take on additional PSEA-related projects and responsibilities as needed in response to the changes to PSEA policy and practice in this fast-evolving field.

Key Contacts:

Internal: Membership Services team, Communications team, Policy, Advocacy & Learning team, Finance/Administration team, People Management team, Executive Director.

External: IASC AAP PSEA Task Team co-chairs and members, donors, CHS Alliance members, enquirers, training applicants, consultant trainers, training graduates, consultants on specific projects, translators, other training providers (including IOM, BOND, and Humentum), Humanitarian Quality Assurance Initiative.

Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Undergraduate degree, or equivalent qualification 	<ul style="list-style-type: none"> • Study at postgraduate level
Experience	<ul style="list-style-type: none"> • At least five years of relevant work experience • Experience of working on PSEA and/or SEA investigations • Experience of facilitating training on PSEA 	<ul style="list-style-type: none"> • Five to ten years of relevant work experience • Field experience working for a humanitarian or development organisation • Experience of delivering BSO/HAP/CHS Alliance training on SEA investigations • Experience of conducting investigations into cases of sexual exploitation and abuse • Experience in applying the Core Humanitarian Standard

Knowledge	<ul style="list-style-type: none"> • In-depth knowledge of Protection from Sexual Exploitation and Abuse • Knowledge of the humanitarian sector 	<ul style="list-style-type: none"> • Knowledge of the Core Humanitarian Standard
Skills	<ul style="list-style-type: none"> • Training delivery aptitude • Proposal and report writing skills • Communication and interpersonal skills 	<ul style="list-style-type: none"> • Spoken and written French, Spanish, Arabic or another relevant language • Training materials development
Behaviour	<ul style="list-style-type: none"> • Be personally and collectively responsible for upholding and promoting the highest standards of ethical and professional conduct. This includes refraining from acts of misconduct, respecting the CHS Alliance’s standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact • Commit to the CHS Alliance values, vision and mission 	

Date:

Signature: