

## Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Manager Job Description

**Reports to:** *Head of Programmes and Partnerships*

**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%*

### **Background:**

The CHS Alliance has considerable experience of advocacy, resource development and training on PSEAH. This position will further strengthen the CHS Alliance's capacity to influence and support the humanitarian and development sectors in their efforts to make aid work better for people affected. The PSEAH Manager, under the supervision of the Head of Programmes & Partnerships, will implement and develop the CHS Alliance's work on PSEAH and support our members in applying the CHS. This is a key position within the Programmes and Partnerships team that includes 3 additional managers – Accountability to Affected People (AAP), People Management, and Training.

The Alliance aims to equip and ensure our members take all reasonable steps to prevent harm, particularly SEAH, from occurring; listen to those who are affected; respond sensitively but robustly when harm or allegations of harm occur; and learn from every case. We are committed to working with our members and the boarder aid to protect those we serve from sexual exploitation, abuse and harassment (SEAH) and respond better if it does occur.

### **Job purpose:**

Strengthen the CHS Alliance's capacity to influence and support the humanitarian and development sectors in their efforts to protect people from and when necessary respond effectively to sexual exploitation, abuse, and harassment. Implement and further develop the CHS Alliance's work on PSEAH and provide dedicated support to members in reaching the Core Humanitarian Standard (CHS). Provide management and oversight to new, pioneering PSEAH projects. The first of these projects will create an investigators qualification training scheme for SEAH and establish a professional standard for investigators. The second project intends to identify what it takes to build a robust accountability system that is survivor-centred, enables reporting of SEAH complaints, investigates quickly, thoroughly and confidentially, and endeavours to hold perpetrators to account - (pending award of funding).

### **Main Responsibilities:**

#### **Core Humanitarian Standard (CHS) promotion, implementation and reinforcement**

1. Convey and advocate for the CHS and supporting guidance on PSEAH.
2. Support members (and the wider sector) to embed the PSEAH elements of the CHS in their practices ensuring a whole organisation approach in its application;

3. Promote the CHS and the work of the CHS Alliance - in particular the PSEAH related aspects - through relevant social media channels or platforms, through conference presentations, workshops or other events.
4. Identify opportunities for the CHS Alliance to increase its impact, for example through cross-sectoral partnerships including with the private sector and academia.

### **Representation and Influence**

1. Represent the Alliance in relevant coordination bodies, workgroups and task teams within the humanitarian and development sectors.
2. Influence policy on PSEAH through interaction and discussion with key stakeholders, including CHS Alliance members, the IASC PSEA Task Team, UN fora, multi-lateral and bilateral donors, and OECD DAC PSEA Reference Group.

### **Capacity building and support to CHS Alliance members**

1. Convene and manage an active community of practice on PSEAH for members.
2. Respond to enquiries from CHS Alliance members and others on PSEAH.
3. Advise members on good practice, provide in-depth guidance, and support them to improve their work on PSEAH.
4. Organise regular webinars to promote awareness of and discussion on the issues relating to PSEAH.

### **Guidance**

1. Develop and disseminate resources on the topic, and ensure existing resources are reviewed as and when appropriate.
2. Develop CHS Alliance policy guidance on key PSEAH themes such as whistleblower protection, in consultation with CHS Alliance members and experts
3. Maintain and update the PSEAH resource page on the CHS Alliance website.
4. Manage the commission, undertaking and dissemination of research on relevant topics, when funding permits.
5. Collaborate with the Alliance Training Manager to ensure PSEAH related training curriculum is kept relevant and up to date with changes in the sector.

### **Resource Mobilization & Project Management**

1. Research opportunities for funding to maintain and expand the CHS Alliance's work in PSEAH
2. Develop, write and submit funding proposals to government donors and foundations
3. Manage projects, including implementation, reporting and monitoring of results and expenditure against project objectives and budget.

### **Other**

- Other responsibilities as assigned based on the needs of the CHS Alliance.
- Ability to travel internationally

### Key Contacts:

**Internal:** Programmes & Partnership team, Membership & Communications team, Policy, Advocacy & Learning team, Finance/Administration team, Executive Director.

**External:** CHS Alliance members, donors, international organisations, IASC, consultants on specific projects, Sphere, Humanitarian Quality Assurance Initiative and other relevant networks.

### Person Specification:

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Undergraduate degree, or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least seven years of relevant work experience</li> <li>Managing or establishing effective complaint mechanisms.</li> <li>Experience in capacity building and facilitating training on PSEA or similar topic.</li> <li>Field experience working for a humanitarian or development organisation.</li> <li>Experience in the provision of technical advice and support</li> <li>Project design, proposal and report writing</li> <li>Project Management</li> </ul>	<ul style="list-style-type: none"> <li>Seven to ten years of relevant work experience</li> <li>Experience of conducting or managing investigations into cases of sexual exploitation and abuse</li> <li>Experience in applying the Core Humanitarian Standard</li> <li>Previous experience in a membership-based organisation</li> <li>Experience in managing communities of practice</li> <li>Experience in systems' strengthening.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>In-depth knowledge of Protection from Sexual Exploitation, Abuse and Harassment</li> <li>Understanding of the international humanitarian &amp; development architecture.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the Core Humanitarian Standard</li> <li>Excellent understanding of UN Standards and developments on PSEAH, of GBV internationally agreed standards, and the linkages between PSEA and programming as well as child safeguarding.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Strong organisational skills and proven ability to work independently, prioritise and to deliver results within</li> </ul>	<ul style="list-style-type: none"> <li>Spoken and written French, Spanish, Arabic or another relevant language</li> <li>Development of Training materials/curriculum</li> </ul>

	<p>deadlines, including when under pressure.</p> <ul style="list-style-type: none"> <li>• Proactive and ability to foresee problems and prevent them by taking action, or referring them when appropriate, sound judgement.</li> <li>• Team player, working as a competent member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals</li> <li>• Good communication skills, ability to respectfully listen to and respond to queries, adapting to culture and context of interlocutor, both orally and in writing.</li> <li>• Excellent English, both oral and written</li> <li>• Proficient user of Microsoft Office software, including word, processing and spreadsheets.</li> </ul>	<ul style="list-style-type: none"> <li>• Training delivery aptitude</li> </ul>
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Proven integrity - upholding and promoting the highest standards of ethical and professional conduct.</li> <li>• Embrace cultural diversity</li> <li>• Flexible work attitude: ability to follow direction and effectively learn and work in an interagency environment</li> <li>• Ability to maintain confidentiality</li> <li>• Uphold the CHS Alliance values, vision and mission</li> </ul>	

Date:

Employee Signature: