



ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

Our programmes are genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

ABOUT THE ROLE

Formerly known as SPW, Restless Development Tanzania has been operating in Tanzania for over 25 years. As a youth-led development agency, we have been a national leader in engaging and supporting young people to address the most urgent issues affecting their lives, communities and countries, by equipping them to find solutions on matters that affect them. Working across 15 regions in the country, with offices in Dar es-Salaam, Iringa, Dodoma, and Ruvuma, we aim to work with young people's priorities, which set out our 4 key goal areas; Voice, Living, Sexual Rights and Leadership across 8 unique programmes.

Young people share a restless determination to address the problems that affect them the most. That's where we come in. At Restless Development, we're proud to be the leading youth-led development agency working in Africa and South Asia – demonstrating from the grassroots to the global policy levels that young people can and must play a lead role in development. More information: www.restlessdevelopment.org.tz

We are looking for the Safeguarding and Protection Coordinator who is responsible for supporting Restless Development Tanzania's management to nationalise and fully implement the agency's global safeguarding policy. The purpose of the role is to ensure that: all staff and volunteers (and, where relevant, partners) are trained and equipped to comply with all aspects of Restless Development's safeguarding policy and procedures; that Restless Development responds to all safeguarding cases in line with its policy and investigates any safeguarding concern affecting its staff, volunteers or partners; and that Restless Development's operations across its People, Programmes, Finance, Procurement, Logistics and Research/MEL play their part in raising standards on safeguarding and protection of children, young people, and vulnerable adults, as well as all communities impacted by our operations.

For more information on Restless Development's mission, values and work, please visit: www.restlessdevelopment.org.

You will be a self-motivated individual with strong organizational skills, excellent verbal and written communication skills in English and Swahili, the ability to stay calm and focused, excellent people skills, ability to work well under pressure, active listening, ability to be sensitive and understanding.

ABOUT THE ROLE

Job title	Safeguarding and Protecting Coordinator
Location	Dar es salaam, Tanzania
Salary	TZS 36,677,910/= gross per annum, plus significant allowance and benefits
Preferred start date	As soon as possible
Length of contract	6 months, with the possibility of extension
Visa requirements	Must have the right to work in Tanzania
Reports to	Hub Director
Direct reports	Hub Director
Expected travel	Occasional travel to our regional offices in Tanzania. Time off lieu will be given for any travel required over weekends.

KEY PRIORITIES

1. Building Capacity

- Ensuring that staff, volunteers and new recruits are inducted and trained regularly on all aspects of safeguarding and child protection
- Ensuring that case investigators (usually senior staff) are trained regularly to carry out case investigations and that the Country Safeguarding Officer (the Hub Director) is adequately trained in his/her duties;
- Ensuring that Restless Development Tanzania's Board members are trained regularly in safeguarding and their specific governance responsibilities;
- Ensure that detailed Psychological First Aid (PFA) training and safe identification and referral training are provided for field staff and facilitators;
- Building the capacity of downstream partners and contractors/suppliers to comply with and implement aspects of Restless Development's safeguarding policy;
- Meeting regularly with and training staff colleagues, including those responsible for People (Human Resources), Programmes and Procurement, and Communication in order to support them to implement safeguarding policies and procedures in their work;
- Driving the work of Restless Development Tanzania's Safeguarding Working Group, chaired by the Country Safeguarding Lead (Hub Director), and ensuring that the group is productive, including for example through producing high-quality minutes and action trackers.
- Providing Safeguarding Training and Refresher Training to staff, volunteers and persons associated with our programmes
- Supports procurement and IT team on office device safety management for devices provided to staff/volunteers

2. Strengthening Systems

- Ensuring that the national safeguarding policy and procedures are regularly reviewed and updated in line with Tanzania laws and best practice
- Mapping, vetting and regularly updating the services and referral pathways provided to survivors of safeguarding incidents in Tanzania;
- Designing appropriate and innovative youth-friendly new tools and mechanisms, including in local languages and that is easily accessible, to improve community awareness of Restless Development's approach to safeguarding and of how causes for concern can be reported;
- Ownership of local safeguarding documentation and templates i.e. risk assessments, partner agreements
- Sharing and learning Restless Development Tanzania's safeguarding approach and experience with partners and with other Hubs in the global agency

3. Handling Cases

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- Support the Country Safeguarding Officer and investigating team to handle and investigate safeguarding incidents, including:
 - ☒ supporting staff to record and update the Causes for Concern until the case is closed;
 - ☒ supporting survivors to access emergency medical treatment and/or psychosocial support;
 - ☒ arranging interviews;
 - ☒ recording written statements in interviews;
 - ☒ assisting with disciplinary hearings;
 - ☒ Supporting communication with global safeguarding leads, incident reporting, and media and maintaining confidentiality.

4. Monitoring and Compliance

- Ensuring that all cases are properly followed up, actioned and closed in line with the global safeguarding policy;
- Maintaining high quality and confidential records, files and logs of safeguarding cases;
- Ensuring that the Country Safeguarding Officer and Leadership Team are kept fully updated on cases and on the work of the Safeguarding Working Group;
- Carrying out regular spot checks in the field and with volunteers, downstream partners and contractors to ensure that Restless Development’s safeguarding policies and procedures are being upheld;
- Overseeing and tracking completion of actions against Restless Development Tanzania’s Safeguarding Action Plan.
- Producing safety plan, evaluating and monitoring staff welfare and projects implementations against COVID-19 pandemic.
- Regularly conducting field visits as aligned along with Finance or Program teams activities for security and safety assessment.

5. Other

- Upholds Restless Development’s values and act as a role model at all times
- supporting MEL and Investment and Partnership building across the Tanzania country programme
- You may occasionally / will regularly be required to work on weekends and/or public holidays, for which time off in lieu will be granted
- Other duties as required.

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the [insert job title]
 <p>HEART</p> <p>We are who we serve. We are brave.</p>	Values-led	Supports a values-led culture within their team by holding junior team members to account for values-led behaviour. Uses values to guide decision making and group actions.
	Innovation	Involves others in the development of solutions to both the causes and results of problems. Promote change to others.
 <p>HEAD</p> <p>We are 100% professional. We prove that young people can</p>	Delivers Quality	Frequently creates opportunities to maximise their contribution to team priorities. Supports others to deliver quality and continually improve their work. Considers relevant information to propose more effective and cost-efficient ways of working.
	Decision Making	Takes ownership for managing elements of a budget and/or programme and/or incidents with little guidance from others. Considers underlying issues and Restless Values when making operational decisions. Consults with others when facing difficult decisions.

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 VOICE We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Communicates a compelling vision for the areas which they take partial ownership for; providing strong leadership to others.
	People Development	Takes responsibility for personal development, committing to take on new challenges which build team capacity. Develops others through proactive sharing of knowledge, skills and opportunities
 HANDS We are in it together. We listen and learn.	Effective Communication	Confidently adapts their communication style to suit their audience, and coaches' others to do so. Is able to influence others to build shared understanding.
	Collaboration	Seeks opportunities to collaboratively deliver quality against team goals by building strong internal and external relationships. Facilitates introductions amongst staff and stakeholders to help others to grow their relationships. Cultivates partnerships at a national level.

SKILLS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Minimum (2) years of technical and practical knowledge and experience on child and young people's safeguarding • Experience working with young people in Tanzania • Experience in developing and implementing organizational child protection or safeguarding policies and procedures • Demonstrated leadership skills, with strong coordination and networking skills. • Culturally aware and respectful - curious and sensitive about the cultures in which we operate • Safeguarding experience and knowledge of local context • Knowledge, skills and experience in participatory methods, community development and partnership. • Commitment to Restless development mission and value
Desirable	<ul style="list-style-type: none"> • Graduate level degree in social sciences, social work, psychology, development or relevant field of study, or equivalent work experience • Fluent written and spoken English and Kiswahili • Experience in digital safeguarding (e.g. on mobile and social networks) • A strong personal commitment to the values of Restless Development and the role of young people in the development • Self-motivated, honest, highly responsible, and punctual • A strong network of connections within Tanzania and specifically in Dar es Salaam. • Ability to work effectively in multicultural teams with varying expertise, skills and backgrounds • Collaborative team player • Adaptable - able to work in complex, unfamiliar and changing environments • Excellent critical analysis and thinking skills, solution focussed • Positive, energetic, can-do attitude. • Experience in working with or managing field based staff at a distance.

Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

WHAT WE DO FOR YOU

Remuneration

For more information on Restless Development's mission, values and work, please visit:

www.restlessdevelopment.org.

We are proud to commit to a single transparent global salary scale that is published on our website and ensures a fair and comparable system of pay across all global locations, taking into account statutory benefits. In Tanzania, in addition to salary, we offer housing allowance, End of Service Benefit, payments towards medical costs, and WCF contribution, as well as an out of country supplement and relocation allowance for international staff relocating to Tanzania.

Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

Work-life Balance

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

Travel and Medical Insurance

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

Relocation package

For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

KEY DATES

- Please send a completed application form to jobstanzania@restlessdevelopment.or.tz by 14th June 2021. With the subject line '**Job Application: Safeguarding and Protecting Coordinator**' Please note that we do not accept CVs, resumes or covering letters.
- First round interviews are scheduled to take place on Wednesday 16th June 2021.
- Second round interviews are scheduled to take place on Friday 18th June 2021.

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