



Terre des hommes
Helping children worldwide.

National Representative Romania for Resource and Support Hub

Terre des hommes is recruiting a National Representative for Resource and Support Hub. This is an exciting opportunity to join an impactful and exciting programme that is expanding its geography into the Eastern Europe (EE) region.

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Start date	as soon as possible
Contract	18 months, full-time Employment Contract
Benefits	private health insurance, accident insurance
Location	Bucharest, with regular travels in the region

Recruitment is ongoing. The vacancy remains open until the position is filled.

WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection, migration, access to justice and health projects, we support more than 4 million children and their families in more than 30 countries each year. Working in Romania since 1992, Terre des hommes is dedicated to child protection, being especially active in supporting the children affected by migration and ensuring fair and friendly access to justice for minors. We mobilize communities to prevent risk situations and we collaborate with social workers, teachers and other professionals to protect children. We help them participate in making decisions that concern them, we invest in education, health, social services and infrastructure in order to improve life of disadvantaged children in Romania.

CONTEXT AND ROLE DESCRIPTION

As the war in Ukraine has led to millions of displaced, traumatized, and vulnerable persons inside Ukraine and in surrounding countries, the Safeguarding Resource and Support Hub (RSH), directly coordinated by [Social Development Direct](#), will support safeguarding across the humanitarian response: Hubs will be established in Poland, Moldova, Romania (plus Ukraine if / when the situation allows), providing safeguarding advice, guidance, materials, and resources for use by organisations working on the emergency response and, as the situation stabilises, the longer-term recovery and reconstruction.

This is an exciting opportunity to join an impactful and exciting programme that is expanding its geography into the Eastern Europe (EE) region. The National Representative Romania (NR-R) position is based in Romania, with occasional travel within Europe (Covid/ security permitting). The NR-R will be responsible for establishing, designing, and delivering the workplan of the Romania Hub, including setting the strategic direction (both short and longer term); mapping the safeguarding

risks, needs and opportunities; safeguarding service delivery (e.g., developing materials and resources); relationship management with key stakeholders; coordination with other Hubs; and learning. The successful candidate will also lead on developing a national communications plan and safeguarding community of practice (depending on need). S/he will manage all activities targeting Romanian stakeholders (e.g., civil society organisations, government entities, etc) via the RSH digital platform and face to face (covid permitting). S/he will report to the Regional Lead and work closely with colleagues from across the RSH EE team and Technical Advisor pool. Support will be provided from a regional M&E and communications advisors, as well as from short term consultants as needed.

MAIN DUTIES AND RESPONSIBILITIES

Under the leadership of EE Regional Deputy Lead, the primary responsibilities of the post holder are as follows: this list includes both rapid turn-around activities as well as medium term pieces that can be delivered over a period of months.

1. Plan and deliver a safeguarding country assessment and country strategy

- Provide an overview of the safeguarding landscape – policies, laws, referral pathways, institutions and norms that pertain to SEAH in Romania. This includes key stakeholders and thought leaders working on safeguarding and what they are doing and planning to do. This should be done in two phases – swift turn around to enable fast track work to begin, and a more thorough process that will inform a longer term, sustainable strategy for the Hub.
- Based on the rapid assessment of the context and safeguarding gaps, develop a short-term strategy for Romanian Hub to deliver safeguarding support, while the more detailed country assessment is being conducted.
- Design (in collaboration with other colleagues within the wider team and STTA), plan and deliver a mapping of safeguarding capacity and gaps in Romania.
- Collect and synthesize Romanian safeguarding evidence (including an annotated bibliography).
- Based on the above, draft and complete a country assessment, including proposing priority strategic areas and workstreams that will contribute to the strengthening of safeguarding practices within civil society and to a wider national safeguarding community of practice.

2. Design, promotion, and uptake of the Hub activities

- Draft and implement Romanian hub strategic and operational workplans, in close consultation with key stakeholders (e.g., smaller CSOs, other safeguarding actors and initiatives) and RSH colleagues. The NA will also develop and implement a contextualized communication strategy, community of practice approach and a MEL framework (in collaboration with MEL regional officer).
 - Promote the use / engagement and visibility of the Romanian Resource Hub – including inputting into the design of the national hub web page (with partners Terre des Hommes) and user feedback.
 - Organise and coordinate launching of all promotional and communication events in country.
 - Promote and facilitate the participation of safeguarding practitioners and advocates in webinars and other online learning opportunities.
 - Support the recruitment and engagement of a Regional Advisory Group (RAG) in Eastern Europe. The RAG will bring together diverse thought leaders and practitioners
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working on safeguarding across the region, providing contextualised advice, information, networks, and contacts, and helping create a coherent regional response to the Ukrainian crisis in relation to safeguarding.

- Establish and maintain national and local level relationships with stakeholders and networks, including donors, CSOs, Government and others working on safeguarding in response to the war in Ukraine.

3. Design and oversee delivery of trainings, webinars, and other country-based initiatives appropriate to the context

- Input into the design and management of the online hub and any Romania -specific pages.
- Design, organise and deliver (moderate, facilitate, present as needed) face to face events, webinars, workshops.
- Facilitate access to the digital platform in Romania.
- Respond to queries raised by Romanian and international stakeholders on the Hub (e.g., emailed queries, or those raised at events) and connect enquirers with experts in the STTA, as necessary.

4. Programme and Hub learning

- Actively contribute to cross regional learning between EE National Representatives; this will take place through monthly regional working group meetings and ad hoc engagement - and may involve occasional travel (to be determined).
- Organise the quality control of resources and translations.
- Manage the collection of resources and publish them (in original language) to feed the virtual platform library, resources, and tools.
- Organise and implement processed information and resources in written, audio and video format.
- Commission local translation of materials from Translators without Borders/ CLEAR Global.

5. Management and other

- Identify consultants to assist in delivery of Hub activities as part of the Short-Term Technical Assistance (STTA) pool – collect CVs and interview, as necessary.
 - Develop terms of reference/ scopes of work for STTA short assignments and oversee the delivery of these and the submission of invoices.
 - Work plan and budget for activities.
 - Contribute to reports to DEC/ other donors and to the M&E framework on progress of the Romanian Hub.
 - Adhere to SDD or donor compliance requirements and relevant policies (e.g., safeguarding, code of conduct, conflict of interest), as shared by RSH EE Programme Manager or Regional Lead.
 - Act as the national safeguarding point of contact for any concerns emerging from national level activities within the RSH.
 - Ensured reporting mechanisms (concerning the RSH Romanian Hub) are clearly visible at national and local level.
 - Conduct regular monitoring to assess the awareness, functionality and safety of reporting mechanisms and referral pathways.
 - Be familiar with and adhere to RSH safety and security procedures and safeguarding protocols/ Code of Conduct as necessary throughout the life of the programme.
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YOUR PROFILE

Essential:

- Have minimum 7 years of experience working in social work/ safeguarding/ child protection/ child safeguarding/ Gender Based Violence.
- Have proven management experience with the ability to work autonomously to a high level of delivery. Be familiar with standard work planning and M&E tools and approaches.
- Understand the importance of gender equality and social inclusion, and be able to demonstrate commitment to feminist values, including disability inclusion and working with minority groups.
- Be able to work under pressure and pick-up new tasks and processes quickly, as well as experience and confidence in problem solving and risk mitigation.
- Excellent communication, networking, and facilitation skills.
- Be able to collaborate respectfully with colleagues and stakeholders from a variety of experience levels, backgrounds, and cultures.
- Have experience of working with/ for civil society organisations.
- Have good networks in Romania with regards to civil society, government institutions, networks, and forums around issues of social protection, social welfare, women's rights child rights.
- Able to write to a high standard in English and Romanian.
- Be committed to the highest standards of conduct with regards to safeguarding, and to the RSH core values (see annex).
- Be willing to travel to different countries in Eastern Europe to support Hub colleagues.

Desirable:

- Familiarity with Protection from Sexual Exploitation and Abuse network
- Familiarity with the aid and particularly the humanitarian sector and architecture. Awareness and understanding of minority rights and discrimination in Romania e.g., with respect to Roma community, persons with disabilities, gender, and sexual minorities.
- Be conversant with digital technology and access.

TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to vacancy@tdh.ro

We will be reviewing applications and interviewing on a rolling basis, so please apply at your earliest convenience. The deadline for applying is 30th of June 2022, but we will review applications on a rolling basis so apply early to not miss out. Please use this email subject line: '**National Representative – Romania – Your Name**'. Please confirm your eligibility to work in Romania

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose. All staff involved in recruitment and selection are aware that data protection rules apply and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.
