

Title: Safeguarding Officer
Reference No: TFU/25/007
Positions: 1
Reporting to: Head of Programs
Contract duration: 1 year (renewable)
Duty station: Head Office with frequent travels

About Teach for Uganda

We are an indigenous non-profit organization that nurtures leaders who are committed to advancing equitable access to quality education for children in low-income communities in Uganda through a two-year teaching as collective fellowship. We recruit, train and place graduates from varied academic backgrounds to serve as full-time teachers (fellows) in underserved primary schools to improve foundational literacy and numeracy skills for children while developing their leadership skills. Post fellowship, our alumni become lifelong advocates of quality education as community leaders, social entrepreneurs, and policy influencers collectively addressing the systemic challenges that hinder children from fulfilling their potential. Teach For Uganda (TFU) currently operates in 10 districts i.e. Kayunga, Mukono, Buikwe, Bugiri, Namayingo, Buliisa, Kibaale, Hoima, Kikuube, and Kagadi; impacting over 74,000 children in 183 schools.

Position Overview

The Safeguarding Officer will be responsible for overseeing and ensuring the safety and well-being of students, staff, and fellows within the Teach For Uganda program. She/he will be charged with implementing safeguarding policies, ensuring compliance with national and international safeguarding standards, and providing training and support to staff and fellows. This person should be passionate about child protection, safeguarding, and maintaining a safe learning environment for all involved in our programs.

Key Measures of Success

1. Effective Implementation of Safeguarding Policies and Procedures:

- Safeguarding policies are fully implemented and regularly reviewed for compliance and effectiveness. All staff, fellows, and stakeholders are trained and demonstrate awareness of safeguarding policies and protocols.

2. Incident Reporting and Resolution:

- Safeguarding incidents are reported, documented, and resolved promptly in accordance with established guidelines. Clear and efficient reporting mechanisms are in place and accessible to all stakeholders.

3. Monitoring and Risk Assessment:

- Regular risk assessments are conducted, and action plans are implemented to mitigate identified safeguarding risks. Monitoring activities demonstrate a safe environment for all beneficiaries, particularly children and vulnerable individuals.

4. Continuous Learning and Improvement:



- Safeguarding practices are informed by lessons learned from incidents and feedback from stakeholders. Regular updates and improvements to safeguarding policies and training materials ensure alignment with best practices and legal requirements.
- 5. Compliance and Reporting:**
- All safeguarding activities meet organizational, national, and international compliance standards. Timely and accurate submission of safeguarding reports to management and donors, demonstrating accountability and transparency.

Performance Objectives

Policy and Systems Strengthening (30%)

- Lead the development of safeguarding procedures and practices in TFU, ensuring that safeguarding policies are in place, and rolled out across the organisation.
- Act as a safeguarding focal point for all employees and fellows
- Lead the implementation of Teach For Uganda's safeguarding policies ensuring compliance with local laws and regulations as well as best practices.
- Provide technical guidance, support, and advice to staff, fellows, and students on safeguarding issues, including prevention, response, and reporting of safeguarding concerns.
- In consultation with all levels of the organization, support the process of improving HR policy and practices, to include standards in onboarding materials and training courses for Teach For Uganda employees and related personnel; reinforcing SEAH/CP (Sexual Exploitation, Abuse, and Harassment/ Child Protection) standards from the job description to final recruitment stage and performance management; and overall in systems development to ensure TFU does not rehire or redeploy or provide references for those found responsible for SEAH
- Ensure that relevant safeguarding inductions and trainings are in place and available for staff in appropriate formats and information channels
- Support Leaders in Training project officers in defining, compiling, and collecting data related to safeguarding and lead on reporting both internally and externally.
- Initiation of targeted and data-driven prevention efforts
- Develop and deliver training on safeguarding policies and procedures for staff, fellows, and beneficiaries to ensure that safeguarding concerns are identified and addressed in a timely and appropriate manner.

Monitoring, Evaluation and Learning(20%)

- Working closely with the monitoring and evaluation department, undertake field audits in placement areas

- Undertake training to key staff on gaps identified and strengthening their capacity in areas related to protection and safeguarding
- Develop an assessment plan and a checklist to assess TFU's compliance with safeguarding
- Advise and support TFU to apply safeguarding procedures and facilitate related training as relevant to the mandate
- Support TFU to have in place effective and consistent monitoring and evaluation mechanisms for safeguarding

Safe Programming/Risk management (10%)

- Support management and mid-level managers in promoting a safeguarding culture within the organization
- Support in safeguarding risk assessments, and collaborate with senior leadership to develop mitigation strategies and measures
- Monitor red flags regarding implementation of and compliance with safeguarding policies to ensure they are duly addressed

Case Management (20%)

- Work in close collaboration with the Safeguarding Committee at TFU, process complaints and reported incidents, and manage related investigations;
- Maintain a log of all safeguarding cases including investigations and final action.
- Provide technical advice, support, and mentoring to staff, fellows and related Personnel in conducting investigations and act as the resource person to help source tools and resources and provide any relevant guidance
- Ensure that safeguarding incidents are reported according to donor and Teach For Uganda requirements
- Submit monthly safeguarding reports.

Internal and External Learning (20%)

- Convene and facilitate the Safeguarding Coordination Committee and encourage the Safeguarding Community of Practice
- Convene and facilitate training on safeguarding
- Maintain accurate and up-to-date safeguarding records and databases, and prepare monthly reports on safeguarding activities and trends
- Liaise with external stakeholders, including government agencies, other NGOs, partners, and community members, to share information and best practices and to build relationships to enhance Teach For Uganda's safeguarding efforts.

Education and Experience:

- The applicant must hold a Bachelor's degree in social work, development studies, law, human rights or a related field
- In-depth knowledge of Uganda's child protection laws, national safeguarding standards, and international frameworks
- At least five years of professional experience working in safeguarding, protection, or related field, preferably with an NGO
- Experience in designing, implementing, and monitoring safeguarding policies, procedures and best practices, including conducting investigations of safeguarding concerns.

Skills and Attributes

- Strong analytical and problem-solving skills, effective organizational and interpersonal skills;
- Strong understanding of safeguarding principles, child protection, and gender-based violence prevention.
- Familiarity with national and international safeguarding regulations, frameworks, and best practices.
- Excellent verbal and written communication skills to effectively share safeguarding policies and procedures with diverse audiences.
- Ability to build trust and maintain confidentiality when handling sensitive safeguarding issues.
- Ability to work independently, with strong attention to detail and ability to meet deadlines.
- Passionate about Education: A deep commitment to Teach for Uganda's vision and mission.
- Empathy and sensitivity to address the needs of children and vulnerable individuals.
- Resilience to handle stressful situations and maintain professionalism under pressure.

What we offer

- Competitive salary and benefits package
- Professional development and growth opportunities.
- A collaborative, dynamic, and values-driven work environment
- The chance to make a meaningful impact on the education system in Uganda
- A supportive team that values children, learning, excellence and collaboration
- The chance to be part of a global network of changemakers committed to educational equity



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TFU Competencies (for all TFU Staff):

- Put Children First at the center of everything you do
- Possess a Sense of Possibility and invest above and beyond what's expected of you
- Have the quest to Constantly Learn
- Are able to exercise Teamwork

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to careers@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **06th June, 2025**. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org