



Vacancy Announcement: **National Child and Youth Safeguarding and Alternative Child Care Coordinator**

Position title: National Child and Youth Safeguarding and Alternative Child Care Coordinator

Reporting to: Programs Director

Location: Windhoek

Closing date: 12 May 2025

POSITION SUMMARY:

The National Alternative Care and Child and Youth Safeguarding Coordinator provides strategic, technical, and operational leadership in the development and implementation of alternative care Programmes and child and youth safeguarding systems and mechanisms across SOS Children's Villages Namibia. This role ensures that all interventions align with national legislation such as the Child Care and Protection Act of 2015 and internal SOS Children's Villages standards and policies such as child and youth safeguarding policy, while promoting the protection, development, and rights of children and young people.

Main duties and responsibilities including key tasks:

1. Alternative Care Programme Leadership

- Design, pilot, and scale innovative and diversified alternative care models (e.g., SOS Family Care, Kinship Care, Foster Care, Semi-Independent Living, community-integrated care options) tailored to Namibian contexts.
- Facilitate implementation and regularly evaluate the effectiveness of care models, ensuring compliance with legal and policy standards.
- Lead strategic and annual planning processes related to alternative care and contribute to national programme development priorities.
- Ensure all placements comply with statutory requirements, including court orders and legal procedures.
- Identify capacity gaps and coordinate training for programme staff in child care practices.
- Support policy and guideline development, translation, and dissemination in line with child care reform.
- Collaborate in conducting feasibility studies, drafting concept notes, and supporting grant proposals.
- Facilitate the development of national gatekeeping guidance as well as national alternative care network

2. Child and Youth Safeguarding Coordination



- Lead the implementation of the Child and Youth Safeguarding Policy and related safeguarding frameworks across all programme locations.
- Establish and maintain the National Child Safeguarding Incident Register; oversee timely reporting, response, and case resolution.
- Support and train child and youth safeguarding as well as incidence management committees and at national and local levels.
- Conduct child and youth safeguarding audits in all programme locations.
- Coordinate the setup and functioning of a Child Ombudsman mechanism.
- Facilitate the development and dissemination of safeguarding tools, guidelines, and knowledge products.
- Deliver regular capacity-building sessions for co-workers, children, youth, and committees in partnership with HR.
- Coordinate national-level safeguarding action planning and reporting and prepare progress briefs for senior management and the SOS Board of Governors.

3. Monitoring, Evaluation, and Reporting

- Ensure strict implementation safeguarding mechanisms (including prevention Programmes).
- Prepare timely and accurate reports for internal use and external stakeholders.
- Provide technical support in evaluating child and youth safeguarding risks and programme outcomes.

4. Networking, Advocacy, and Partnerships

- Represent SOS Namibia in the ESAF Regional Child Safeguarding Network, Alternative Care network and other relevant platforms.
- Build strategic partnerships with child rights stakeholders and government agencies to advance child protection and care reforms.
- Participate in national child rights advocacy meetings and forums.

Required qualifications, and experience

- A degree in Social Work (master's degree and designation status are added advantages).
- At least 5 years of professional experience in alternative care systems, child protection, or programme development.
- Strong knowledge of Namibia's legal and policy framework on childcare and protection (e.g., CCPA No.3 of 2015, UNCRC, UN Guidelines on Alternative Care). Proven experience in team coordination, training delivery, and incident case management.
- Excellent communication, partnership building, and report writing skills.
- Fluency in English; knowledge of local languages is an asset.

Key competencies and skills

- Demonstrated knowledge and understanding of child rights and experience of implementing/managing child protection and child rights interventions.



- Good communication and reporting skills, computer literacy, understanding and ability to apply community development participatory methodologies, self-starter, ability to work in a team, strong family values, ability to work with minimum supervision
- Project cycle management
- Project Management – Readily applies project management methodology to basic or routine projects to achieve stated objectives and/or outcomes
- Embraces Diversity – Effectively engages people from diverse backgrounds in the workplace and community
- Solves Problems – Uses experience and knowledge of work area to assist in the development of solutions for day-to-day problems
- Innovation & Creativity – Demonstrates initiative and enterprise and supports others to work more effectively
- Integrity – Understands and SOS CV social, ethical and Organisational standards and responsibilities in all interactions
- Possession of license will be an added advantage,
- Other mandatory requirements
- Police clearance

How to apply:

SOS Children's Villages Namibia is an equal opportunity employer, and we encourage applications from candidates of all backgrounds to apply. To apply, please send your updated CV with three contactable references, supporting documents and a cover letter to recruitment.hr@sos-namibia.org before *12 May 2025*.

SOS Children's Villages has zero tolerance either for sexual exploitation, harassment, and abuse nor for fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class. SOS Children's Villages complies with all applicable laws governing non-discrimination in employment."

This position involves working with an INGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV. In addition to candidates' ability to perform the duties of the post, the selection process will also delve into the candidate's motivation and approach towards safeguarding.