

Ethics and Compliance Manager

moving position for the Ukraine emergency response

Regional Office in Hungary

Start date	June 2022
Duration	1-year, renewable local employment contract with Tdh Hungary
Place of work	Budapest, Hungary with occasional travel in the region
Salary	997.000 HUF gross (~ 1700 EUR net)

WHAT WE DO IN EUROPE AND HUNGARY

Terre des hommes (Tdh) is the leading Swiss child relief agency, founded in 1960. The Headquarters (HQ) are in Lausanne, Switzerland. We are committed to improving the lives of millions of the world's most vulnerable children. We are currently active in 30 countries (in Europe, Africa, Asia, Middle East and Latin America). In 2021, we directly supported 2 million children and members of their families and communities, and 3.1 million were indirectly supported. Our projects focus on child protection, mother and child health, migration, access to justice for children, and emergency relief. More information on: <https://www.tdh.ch/en>

Terre des hommes opened its **Regional Office/ Hub in Budapest** in 2006. The Regional Hub develops and implements regional projects with partners across Europe. Our regional advisors provide support to colleagues in other countries in Europe – Albania, Kosovo, Greece, Romania, Moldova and Ukraine. One of our key projects for children in Hungary is the FabLab in Gyor. Child Protection Hub is an important regional project, led by the team in Budapest. ChildHub is the leading/ largest child protection community in Europe - <https://childhub.org/en> We also support people who fled the war in Ukraine and are transiting or taking refuge in Hungary.

Currently Tdh Hungary has 30 staff members, 24 active projects and has close collaboration with nearly 20 partner organizations.

ROLE DESCRIPTION

Under the supervision of the Head of Global Ethics and compliance Office (based in Lausanne, Switzerland), the Code of Conduct Officer supports the operations and functioning of the Ukraine emergency response in Hungary, Romania and Moldova, with the implementation, reinforcement and daily coordination of the Terre des hommes standards, as described in the Global Code of Conduct, with particular focus on the Safeguarding policy framework and the AntiFraud and Corruption standards. The role supports compliance to the relevant Tdh procedures and guidelines within the emergency response and contributes to the development of a misconduct prevention strategy translated into project and support functions and day-to-day tasks.

MAIN RESPONSIBILITIES

- Oversees the integration, coordination and achievement of Tdh's safeguarding and integrity standards as part of the response, with the support of the Emergency Coordinator and the Head of Global Ethics and Compliance Office.
- Nurtures and promotes a culture of code of conduct in collaboration with managers and staff at all levels of the response.



Terre des hommes

Helping children worldwide.

- Leads on reviewing, planning and implementing capacity building plans on strengthening the Global Code of Conduct and ensuring reporting protocols are known and applied, internally and with external stakeholders

YOUR PROFILE

Academic /Qualifications

Masters degree in Law, Business Administration, Finance, Social Sciences, Psychology or any other relevant field

Experience

Minimum 3 years experience working in a humanitarian context with at least 2 year in similar positions of responsibility.

Minimum 2 years field experience in a position with responsibilities in safeguarding, integrity, ethics or in protection (counter-trafficking preferred, gender based violence and/or child protection), preferably in emergency settings.

Good knowledge of humanitarian project management cycle.

Proven experience in training facilitation and in the use of contextually appropriate pedagogical methods.

Very good ability to identify and assess the training needs of staff and partners on an ongoing basis and proven experience in developing training modules and tools.

Good knowledge of international standards with regards to ethics, safeguarding and integrity. Experience in case management and/or investigating ethics violations is desired.

Very good capacity and experience in working with national NGOs and government services.

Profile

Being respectful, approachable and trustworthy, with impeccable behaviour

Sensitivity and knowledge of the context, notably in terms of prevention and management of sexual abuse and exploitation, cultural norms and legal framework

Ability to remain calm in difficult circumstances and to manage stressful situations

Ability to work with and empower others

Good understanding of basic principles such as respect for confidentiality, informed consent, data protection requirements, victim-survivor approach

Excellent analytical, synthesis and writing skills

Very good capacity for innovation and initiative

**Language**

Excellent command of English and languages spoken in the areas of intervention (Hungarian, Romanian)

IT skills

Very good command of computer tools; Word, Excel, Powerpoint, Teams

TO APPLY

Qualified applicants are encouraged to submit their CV and Motivation Letter in English to recruitment@tdh-europe.org

Please include "Code of Conduct Officer" and your full name in the subject line.

Please indicate in your Motivation Letter your earliest start date.

Short-listed candidates will be requested to complete a written test and participate in an interview.

The selected candidate will go through a reference check and criminal record check.

Child Safeguarding Policy:

Tdh staff members are committed to respect Tdh Risk Management Policies including Child Safeguarding Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.