INTERNAL VACANCY ANNOUNCEMENT

Position: Advocacy and Child Safeguarding Specialist
Vacant positions: One (01)
Type of contract: Fixed term
Working location: National Office
Supervisor: Director of Program Quality, Safeguarding and Partnership development
Deadline: 10th June, 2026

Context of the position:

SOS Children's Villages Rwanda is an independent member association affiliated to the SOS Federation. SOS Children's Villages Rwanda leverages existing community resources to strengthen quality childcare and protection through a holistic continuum of care tailored to orphans, vulnerable children, and their families. SOS Children's Villages Rwanda actively advocates for the promotion of childcare and child protection. In Rwanda, SOS Children's Villages operates in four Program Areas based in Gasabo, Gicumbi, Kayonza and Nyamagabe. To further fulfil the above-mentioned responsibilities, SOS Children's Villages Rwanda is seeking internally for one (01) competent Advocacy and Safeguarding Specialist, to base in Kigali at the National Office.

JOB PURPOSE
Under the supervision of the Director of Program Quality, Safeguarding and Partnership development The Advocacy & Child Safeguarding Specialist protects children from abuse and neglect while promoting their rights through policy development, staff training, and community engagement. She/He ensures safe, child-friendly environments, manage risk, and lead advocacy efforts to influence local and national policies on child protection and often acts as a focal point in emergency situations. She/He champions children's rights, designs abuse-prevention policies and integrates safety protocols into humanitarian or community programs. She/He advocates systemic policy changes and train organizations to ensure a safe, nurturing environment for minors

Key Performance Areas and Main Responsibilities:

• Child Safeguarding Policy: She/He is responsible for the Implementation, and monitoring of CS Policy and ensures that staff and partners maintain a safe environment for children. She/He will conduct regular CS audits to inform management on key CS decisions for improved child safety and security.
• Advocacy & Strategy: Design and lead national or local advocacy strategies, partnering with policy makers to address child protection issues. Nurturing relationships with policymakers and raising public awareness to advance the rights and well-being of children.
• Capacity Building: Conducting field monitoring, risk assessments, and training for NGOs, local governments, and community partners.
• Case Management: Providing technical support for child protection, alternative care, and child advocacy coordination
• Risk Management & Training: Conduct risk assessments, deliver training on child safeguarding, and lead reporting procedures for concerns.

• Investigation & Response: Manage cases of alleged abuse, ensuring swift investigations and adherence to child-friendly reporting mechanisms.
•Partnership & Capacity Building: Strengthen the capability of partners and stakeholders in safeguarding and advocacy.
• Child Protection: Supervise child protection activities within the MA and with local implementing partners.
• Participation in relevant CP forums: Participate in external child protection forums and networks such as child protection technical working groups and engage with relevant authorities (NCDA) to promote child right and wellbeing.

Specific Child safeguarding roles

• Contribute to the development and establishment of safeguarding goals, objectives, strategies, and results-based planning, analysis and reporting of child protection, safeguarding, PSHEA and other related information for planning and goal setting.
• Support the integration of safeguarding into SOS Rwanda planning process including child safeguarding in emergency response plans and training.
• Support the development and implementation of safeguarding and PSHEA packages and toolkits, capacity building and monitoring
• Support the implementation of the SOS Rwanda Child safeguarding Action Plan Safeguarding training sessions for SOS co-workers
• Support the roll out of the child protection case management framework and the strengthening of community-based child protection structures including friends of the Family -IZU- Inshuti z'Umuryango.
• Support alternative childcare assessment and contribute to the development and implementation of national guidelines on alternative childcare.
• Ensure that children with disabilities are fully protected, including in integrated models delivering holistic services to children with disabilities.
• Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
• Facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on child protection and safeguarding
• Participate meaningfully in NCDA national child protection cluster meetings and represent SOS Rwanda in several child protection platforms to enhance collaborative efforts in advancing child rights.
• Participate in coordination efforts with the Child Protection and GBV Area of Accountability on victim referral pathways.
• Contribute to strengthening safeguarding and PSHEA community feedback and reporting channels, in line with SOS Rwanda's safeguarding standards through collection and analysis of data on the functionality and use of reporting channels, including child-friendly community-based complaints mechanisms

Required Skills and Qualifications:

• Expertise in Child Rights: Deep understanding of child protection frameworks within the country (Rwanda) and other international frameworks such as UNCRC and ACRWC.

• Communication & Networking: Ability to represent organizations, engage with stakeholders, and communicate sensitive information effectively.
• Training Experience: Proven ability to deliver training and workshops on safeguarding protocols.
• Technical Skills: Analytical skills to monitor advocacy outcomes and manage case data.

Education and experience:
• An advanced university degree in one of the following fields is required: Social work, psychology, law, human rights, international development or any related field.
• A minimum of two years of professional experience in social development planning and management in child protection related areas is required.
• Relevant experience in programme development in child protection related areas is an asset
• Experience in both development and humanitarian contexts is an added advantage.

How to apply:
The interested Candidates in this position should send a detailed Curriculum Vitae with three (3) traceable professional references, application letter , Rwandan national Identity Card and academic certificates/degrees to sos.recruitment@sos-rwanda.org and properly fill the application form found via the following LINK by not later than 10th June, 2026 at 5:00 pm Kigali time.

Please mention in the subject of your email "Advocacy and Child Safeguarding Specialist".

Female candidates are encouraged to apply and only shortlisted candidates will be contacted.

"SOS Children's Villages Rwanda/ International holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasize to assessing candidates value congruence and thorough background checks, police clearance reference check processes".

Done in Kigali on 04th June, 2026.

Jean Bosco KWIZERA
National Director