



YOUTH CRIME WATCH OF LIBERIA (YCWL)

JOB DESCRIPTION

GENDER AND SAFEGUARDING OFFICER – PEACE PROJECT

Position Title: Gender and Safeguarding Officer

Project: Protection in Education Advancement for Community Empowerment (PEACE) – *Strengthening Health, Education, and Economic Pathways for Girls and Young People in Bomi, Lofa, and Nimba Counties*

Organization: Youth Crime Watch of Liberia (YCWL)

Duty Station: Monrovia, Liberia, with frequent travel to Bomi, Lofa, and Nimba Counties

Reports to: Project Manager / Project Lead

Technical Collaboration: M&E Officer, Field Officers, Program Team, Finance & Administration Team

Contract Duration: 10 Months, with possibility of extension subject to funding and performance

Employment Type: Full-time / Project-based

Background

Youth Crime Watch of Liberia (YCWL) is a youth- and women-led organization committed to promoting youth empowerment, gender equality, child protection, education, crime prevention, and community development.

YCWL is implementing the **Protection in Education Advancement for Community Empowerment (PEACE)** project, titled “**Strengthening Health, Education, and Economic Pathways for Girls and Young People in Bomi, Lofa, and Nimba Counties.**”

The project seeks to address interconnected barriers affecting girls and young people, including limited access to quality education and health services, school dropout, early pregnancy, gender-based violence, harmful social norms, limited economic opportunities, and inadequate community and institutional capacity.

The project uses an integrated, gender-transformative and community-driven approach across education, protection, social norm change, male engagement, economic empowerment, youth participation, and advocacy.

To ensure that gender equality, safeguarding, protection, inclusion, and accountability are effectively integrated across all project components, YCWL is seeking a qualified and experienced **Gender and Safeguarding Officer**.

Purpose of the Position

The Gender and Safeguarding Officer will provide technical support and quality assurance to ensure that the PEACE project is implemented in a **gender-responsive, inclusive, safe, child-sensitive, survivor-centered, and accountable manner**.

The Officer will support the integration of gender equality, safeguarding, protection, prevention of sexual exploitation and abuse (PSEA), GBV/VAWG prevention, child protection, disability inclusion, and meaningful participation of girls and young people across project activities.



The position will work closely with the Project Manager, Field Officers, M&E Officer, community structures, schools, local authorities, service providers, and other stakeholders to identify risks, strengthen prevention measures, promote safe participation, and ensure appropriate referral and reporting mechanisms.

The Officer will also support the project team to ensure that gender and safeguarding commitments are reflected in planning, implementation, monitoring, documentation, reporting, and learning.

1. Key Responsibilities

A. Gender Mainstreaming and Technical Support

The Gender and Safeguarding Officer will:

- Provide technical guidance on gender mainstreaming across all PEACE project activities.
- Ensure gender equality considerations are integrated into project plans, activity designs, budgets, implementation tools, and reporting.
- Review project activities to ensure they are responsive to the different needs, experiences, risks, and barriers faced by girls, boys, young women, young men, and other vulnerable groups.
- Support the project team to apply gender-transformative approaches throughout implementation.
- Provide technical support to Field Officers and community facilitators on gender-responsive programming.
- Promote meaningful participation and leadership of girls and young women in project activities.
- Support the identification and documentation of gender-related barriers affecting education, health, protection, and economic opportunities.
- Ensure that project messaging and IEC materials promote gender equality, inclusion, dignity, and non-discrimination.
- Support gender analysis and reflection during project reviews and planning processes.
- Identify opportunities to strengthen women's and girls' empowerment within project interventions.

B. Safeguarding and Protection

The Officer will provide technical oversight and support for safeguarding and protection across the project by:

- Ensuring compliance with YCWL safeguarding, child protection, PSEA, code of conduct, confidentiality, and related policies.
- Support the project team to identify, assess, and mitigate safeguarding risks before and during activities.
- Conduct or support safeguarding risk assessments for schools, communities, trainings, events, and other project activities.
- Ensure that children, adolescent girls, young women, persons with disabilities, and other vulnerable participants can participate safely.
- Strengthen safeguarding measures for field activities, community engagement, school-based programming, and project events.
- Provide safeguarding orientation and awareness sessions to staff, volunteers, community facilitators, and relevant stakeholders.
- Promote professional boundaries and appropriate conduct among staff and project personnel.
- Support the establishment and use of safe and accessible feedback and complaints mechanisms.
- Ensure that safeguarding concerns are reported through established YCWL mechanisms.



- Maintain confidentiality and protect sensitive information relating to safeguarding and protection concerns.
- Immediately escalate serious safeguarding, protection, security, or ethical concerns to the appropriate supervisor.
- Support the project team to apply the principle of **do no harm** throughout implementation.

C. GBV and VAWG Prevention

The Officer will provide technical support under the project's violence prevention activities by:

Support implementation of **Outcome 3: Reduced tolerance for violence against women and girls (VAWG)**.

- Support adaptation and implementation of SASA-aligned community activities.
- Provide technical guidance to community activists and facilitators engaged in GBV/VAWG prevention.
- Support community discussions on gender, power, violence, social norms, protection, and accountability.
- Promote prevention-focused approaches addressing harmful gender and social norms.
- Support safe engagement of women, girls, men, boys, community leaders, and other stakeholders in violence prevention activities.
- Support awareness of available GBV and protection referral pathways.
- Strengthen understanding among project staff and community structures regarding safe and appropriate responses to GBV concerns.
- Support community action days, awareness campaigns, pledges, and other prevention initiatives.
- Monitor the quality and safety of GBV/VAWG prevention activities.
- Document emerging gender and protection concerns, lessons learned, and good practices.
- **The Gender and Safeguarding Officer must not investigate, mediate, or independently manage GBV or child protection cases.** Cases must be referred through approved referral pathways and YCWL safeguarding and protection procedures.

D. Child Protection and Safe Programming

The Officer will:

- Ensure that child protection principles are incorporated into all relevant PEACE project activities.
- Support the project team to identify risks to children and adolescents participating in project activities.
- Ensure appropriate consent and assent procedures are followed where required.
- Promote safe recruitment, engagement, and supervision of individuals working directly with children.
- Provide guidance on safe communication and documentation involving children.
- Ensure photographs, stories, case studies, and other documentation involving children comply with consent, confidentiality, dignity, and safeguarding requirements.
- Support school-based activities to identify and address child protection concerns.
- Strengthen awareness of child protection referral mechanisms among relevant stakeholders.
- Escalate suspected or reported child protection concerns through established YCWL procedures.



E. Male Engagement and Positive Masculinity

Under **Outcome 4**, the Officer will:

- Provide technical guidance for gender-transformative male engagement activities.
- Support EMAP-aligned discussion cycles addressing masculinity, power, caregiving, responsibility, gender norms, and non-violence.
- Support identification and engagement of appropriate male champions.
- Strengthen the capacity of male and boys' groups to contribute to positive social norm change.
- Ensure male engagement activities do not reinforce harmful gender stereotypes.
- Support joint male-female reflection sessions where appropriate and safe.
- Monitor and document commitments and behavioral change actions emerging from male engagement activities.
- Provide technical guidance to Field Officers and community facilitators implementing male engagement activities.

Complaint, Response Mechanism and Referral Pathway Management

The Officer will support the effective management of YCWL's Complaint and Response Mechanism (CRM), ensuring safe, accessible, confidential, and appropriate channels for beneficiaries, staff, volunteers, and community members to submit complaints, provide feedback, and report safeguarding or protection concerns.

Specific responsibilities will include:

1. **Complaint Management:** Receive, document, categorize, and track complaints and feedback, ensuring appropriate handling and referral in accordance with established procedures.
2. **Confidentiality and Records Management:** Maintain accurate, secure, and confidential complaint and referral records in compliance with YCWL's data protection and confidentiality requirements.
3. **Referral Pathway Management:** Maintain updated referral pathways and service provider directories for GBV, child protection, PSEA, and other safeguarding and protection concerns, facilitating safe and timely referrals to qualified service providers.
4. **Follow-Up and Coordination:** Coordinate with designated safeguarding focal persons, relevant program staff, and service providers to support appropriate referral follow-up and response, respecting informed consent, survivor-centered principles, and the best interests of the child.
5. **Community Awareness and Accessibility:** Promote awareness and accessibility of YCWL's complaint and feedback channels, ensuring they are inclusive, child-friendly, gender-sensitive, and responsive to beneficiaries' needs.
6. **Analysis and Reporting:** Analyze anonymized complaint and feedback trends, identify emerging risks and service gaps, and provide recommendations to strengthen program quality, safeguarding, and accountability.
7. **Compliance and Continuous Improvement:** Ensure that assigned responsibilities comply with YCWL's approved policies and procedures, applicable donor requirements, relevant safeguarding and protection standards, and applicable national laws. Support improvements to CRM procedures and referral systems.



F. Gender-Responsive Education and School Safety

The Officer will support **Outcome 1: Improved gender-responsive and inclusive education systems** by:

- Supporting gender-responsive education assessments in targeted schools and communities.
- Provide technical input into school safety and inclusion assessments.
- Review school activities to ensure they are safe, inclusive, and gender-responsive.
- Support teachers, school administrators, PTAs, and school clubs on gender equality, safeguarding, inclusion, and protection.
- Support capacity-building on gender-responsive pedagogy and safe learning environments.
- Promote girls' participation, retention, and leadership in school activities.
- Support the revitalization and strengthening of Girls' Clubs, Boys' Clubs, and School Health Clubs.
- Identify gender and safeguarding barriers affecting girls' attendance, retention, participation, and educational outcomes.
- Support development of appropriate mitigation measures.
- Document gender and safeguarding-related challenges and good practices emerging from schools.
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G. Community Engagement and Social Norm Change

The Officer will:

Provide technical guidance for community mobilization on gender equality, protection, safeguarding, and social norm change.

Support community dialogues involving parents, caregivers, traditional leaders, religious leaders, women, youth, and other stakeholders.

Ensure community engagement approaches are culturally appropriate, inclusive, participatory, and safe.

Support identification of community champions promoting positive gender and social norms.

Support radio listening groups and community discussions addressing gender equality and protection.

Review community engagement messages to ensure they are accurate, non-stigmatizing, and consistent with safeguarding principles.

Support dissemination of appropriate IEC materials.

Document community attitudes, concerns, feedback, and emerging protection issues.

Promote meaningful participation of girls, young women, persons with disabilities, and marginalized groups.

H. Inclusion and Accountability

The Officer will:

- Promote inclusion across all project interventions.
- Support identification and mitigation of barriers affecting persons with disabilities and other marginalized groups.
- Ensure project activities consider age, sex, disability, vulnerability, and other relevant factors.
- Support safe and accessible complaints and feedback mechanisms.
- Ensure project participants understand how and where they can provide feedback or report concerns.
- Monitor whether feedback mechanisms are accessible, confidential, and responsive.
- Support the project team to respond appropriately to community feedback.
- Ensure that community members are treated with dignity, respect, and confidentiality.
- Support accountability to affected populations throughout project implementation.



I. Monitoring, Documentation and Quality Assurance

- The Gender and Safeguarding Officer will work closely with the **M&E Officer** to:
- Integrate gender, safeguarding, protection, and inclusion indicators into monitoring processes.
- Support collection and analysis of sex-, age-, disability-, and other relevant disaggregated data.
- Review project tools and reporting templates from a gender and safeguarding perspective.
- Conduct routine quality-assurance visits to project sites.
- Monitor whether project activities are implemented in accordance with safeguarding and gender standards.
- Identify implementation gaps and recommend corrective actions.
- Document good practices, lessons learned, challenges, and emerging risks.
- Contribute to monthly and quarterly project reviews.
- Provide technical inputs to donor reports and other project reports.
- Support development of case studies, success stories, and learning products while ensuring ethical documentation and informed consent.
- Maintain appropriate records of gender and safeguarding-related activities and actions.

J. Safeguarding Risk Management

The Officer will:

- Maintain and periodically update safeguarding risk assessments for project activities.
- Identify risks associated with schools, communities, travel, trainings, events, and engagement with vulnerable populations.
- Recommend appropriate risk mitigation measures.
- Monitor implementation of agreed safeguarding measures.
- Ensure safeguarding considerations are incorporated into activity planning.
- Support incident reporting and escalation in accordance with YCWL procedures.
- Maintain appropriate confidentiality regarding safeguarding incidents and sensitive information.
- Support management in identifying recurring risks and strengthening preventive measures.

K. Capacity Building

The Officer will support capacity development of:

- YCWL project staff;
- Field Officers;
- Community facilitators and volunteers;
- Teachers and school administrators;
- School club patrons;
- Community activists;
- Male champions;
- Youth and girls' groups; and
- Other relevant project stakeholders.
- Capacity-building areas may include:
- Gender equality and gender mainstreaming;
- Safeguarding;



- Child protection;
- PSEA;
- GBV/VAWG prevention;
- Referral pathways;
- Safe and inclusive programming;
- Survivor-centered principles;
- Positive masculinity;
- Social norm change;
- Prevention of exploitation and abuse;
- Confidentiality and informed consent; and
- Accountability and feedback mechanisms.

Partnership And Coordination

The Officer will establish and maintain working relationships with relevant:

2. Ministry of Gender, Children and Social Protection structures; (Adolescent Girls Working Group (AGWG), Sexual and Gender-Based Violence (SGBV) Task Force and Child Protection Network)
3. Youth Development and Engagement Platforms coordinated by the Ministry of Youth and Sports
4. Ministry of Education and County Education Officers;
5. County Health and Social Welfare Departments;
6. Liberia National Police and protection actors;
7. Schools and school management structures;
8. CBOs;
9. Women's organizations;
10. Youth and girls' networks;
11. Traditional and religious leaders;
12. GBV service providers;
13. Child protection actors;
14. Gender equality networks;
15. Technical partners;
16. Coordination and inter-agency platforms Meetings.

Key Deliverables

- The Gender and Safeguarding Officer will contribute to the following deliverables:
- Gender and safeguarding considerations integrated into project plans and activity designs.
- Gender and safeguarding risk assessments for relevant project activities.
- Safeguarding orientation and capacity-building sessions.
- Gender-responsive school and community programming.
- Technical support to SASA-aligned VAWG prevention activities.
- Technical support to EMAP-aligned male engagement activities.
- Strengthened safeguarding measures across project implementation.



- Functional and accessible feedback and complaints mechanisms.
- Strengthened GBV and protection referral awareness.
- Gender and safeguarding monitoring tools and inputs.
- Quality-assurance visits and recommendations.
- Safeguarding and gender-related incident and risk escalation through appropriate mechanisms.
- Monthly technical inputs to project reports.
- Quarterly inputs to donor progress reports.
- Gender- and safeguarding-sensitive case studies and success stories.
- Documentation of lessons learned and good practices.
- Capacity-building materials and session reports.
- Evidence of meaningful participation of girls, young women, and vulnerable groups.
- Recommendations for strengthening gender equality, inclusion, protection, and safeguarding.
- Regular technical support to Field Officers and community facilitators.
- ☐ Support cross-program collaboration to ensure that partnerships and coordination mechanisms benefit YCWL's broader program portfolio and institutional development objectives.
- Perform other partnership and coordination-related duties consistent with the Officer's role and assigned responsibilities, as may be reasonably requested by YCWL leadership.

6. Required Qualifications and Experience

Education

- Bachelor's degree in Gender Studies, Social Work, Sociology, Development Studies, Public Health, Education, Human Rights, Community Development, International Development, or a related field.
- A relevant postgraduate qualification will be an advantage.
- Relevant professional training in safeguarding, GBV, child protection, gender, PSEA, or related areas is highly desirable.
- Professional Experience
- At least **3–5 years of relevant professional experience** in gender, safeguarding, GBV prevention, child protection, social norms, community development, or related development programming.
- Demonstrated experience integrating gender equality into development or humanitarian programming.
- Experience working with girls, women, young people, communities, schools, and local authorities.
- Experience in safeguarding and protection risk assessment and mitigation.
- Experience supporting GBV/VAWG prevention programming.
- Experience facilitating training, community dialogues, and participatory processes.
- Experience working with NGOs, CBOs, government institutions, UN agencies, or development partners is highly desirable.
- Experience with **SASA, EMAP, gender-transformative programming, PSEA, child protection, or positive masculinity approaches** is an advantage.
- Experience working in rural and hard-to-reach communities is strongly preferred.

7. Knowledge and Technical Competencies



The successful candidate should demonstrate:

Strong knowledge of gender equality and gender mainstreaming.
Strong understanding of safeguarding and protection principles.
Knowledge of GBV/VAWG prevention and referral mechanisms.
Understanding of child protection and safe programming.
Knowledge of PSEA and professional standards of conduct.
Understanding of gender-transformative and social norm change approaches.
Familiarity with SASA and/or EMAP approaches is an advantage.
Knowledge of inclusive programming and disability inclusion.
Understanding of survivor-centered and do-no-harm principles.
Ability to conduct safeguarding and protection risk assessments.
Ability to facilitate sensitive discussions on gender, violence, power, and social norms.
Ability to provide technical guidance to field staff and community facilitators.
Ability to collect, analyze, and interpret gender and safeguarding data.
Ability to prepare clear and evidence-based reports.
Strong understanding of confidentiality, informed consent, and ethical documentation.

Language and Communication

Excellent command of **English**, both written and spoken.
Knowledge of relevant local languages spoken in Bomi, Lofa, or Nimba is desirable.
Ability to communicate effectively with community members, government officials, teachers, youth, women, girls, and organizational leadership.

Computer Skills

The candidate should have basic to intermediate skills in:
Microsoft Word;
Microsoft Excel;
PowerPoint;
Email and internet communication;
Digital data collection and reporting tools, where applicable; and
WhatsApp or other appropriate communication platforms for project coordination.

Other Requirements

- Willingness and ability to travel frequently to project counties and field locations.
- Ability to work in rural and hard-to-reach communities.
- Ability to work flexible hours, including occasional weekends when project activities require.
- Commitment to YCWL's mission, values, safeguarding principles, and Code of Conduct.
- Demonstrated integrity, professionalism, respect, and confidentiality.
- Ability to maintain professional boundaries with project participants.
- Candidates with strong knowledge of the Liberian social and cultural context are encouraged to apply.

Performance Indicators

Performance of the Gender and Safeguarding Officer will be assessed against, among others:

- Degree to which gender is integrated into project planning and implementation.



- Percentage of relevant project activities meeting required safeguarding standards.
- Number and quality of safeguarding and gender capacity-building sessions conducted.
- Quality of safeguarding risk assessments and mitigation measures.
- Timeliness of identification and escalation of safeguarding and protection concerns.
- Quality of technical support provided to Field Officers and community facilitators.
- Evidence of meaningful participation of girls, young women, and vulnerable groups.
- Quality of gender- and safeguarding-sensitive monitoring data.
- Quality and timeliness of technical inputs to project reports.
- Functionality and accessibility of feedback and complaints mechanisms.
- Quality of documentation, lessons learned, and recommendations.
- Compliance with YCWL policies and donor safeguarding requirements.
- Evidence of improved integration of gender, inclusion, protection, and safeguarding across project activities.

Safeguarding and Code of Conduct

Youth Crime Watch of Liberia maintains a **zero-tolerance approach to sexual exploitation and abuse, sexual harassment, child abuse, exploitation, discrimination, and other forms of misconduct.**

The successful candidate will be required to:

Sign and comply with YCWL's Code of Conduct and safeguarding policies.

Participate in mandatory safeguarding and protection orientation.

Maintain professional boundaries with project participants.

Protect the confidentiality and dignity of beneficiaries.

Report safeguarding concerns through approved mechanisms.

Never use their position to exploit, abuse, intimidate, discriminate against, or solicit project participants.

Comply with all applicable YCWL and donor safeguarding requirements.

Apply survivor-centered and do-no-harm principles in all relevant activities.

Avoid independently investigating or mediating GBV or child protection cases.

Application Process

Interested and qualified candidates should submit:

A current **CV of no more than three (3) pages;**

A brief cover letter explaining their suitability for the position; and

Contact information for **three professional references.**

Applications should be submitted electronically to:

Email: vacancy@ycwliberia.org

Application Deadline: Wednesday, September 30, 2026

Only electronic applications will be accepted. PEACE Project (Protection in Education Advancement for Community Empowerment)

Due to the urgency of the position, applications may be reviewed and processed on a **rolling basis.**

YCWL therefore reserves the right to close the recruitment process before the stated deadline once a suitable candidate is identified.

Applications should demonstrate relevant experience in **gender mainstreaming, safeguarding, GBV/VAWG prevention, child protection, community mobilization, social norm change, youth empowerment, monitoring, or related development programming.**



Equal Opportunity Statement

YCWL is committed to diversity, inclusion, gender equality, and equal employment opportunities.

Qualified women, persons with disabilities, young professionals, and candidates with strong community-level experience are particularly encouraged to apply.

YCWL will recruit based on **competence, integrity, relevant experience, commitment to safeguarding, and suitability for the position**, without discrimination.