



Job Title: Safeguarding Officer

Location: Sepon, Lao PDR

PO Level: 2.1

Reports To: Deputy Programme Manager

Direct Reports: N/A

Indirect Reports: Operations and support focal points

Key Internal Contacts/Relationships: Programme Manager, IHRM, HR Coordinator, Global SG Lead

Key External Contacts/Relationships: DoFA/MoFA, In country Safeguarding network platform

Job Purpose: To ensure the effective implementation of HALO's safeguarding framework by strengthening prevention, response, and accountability mechanisms, managing safeguarding risks and cases, and promoting a culture that protects staff, beneficiaries, partners, and the communities we serve.

About HALO Laos:

The HALO Trust is an international landmine and UXO clearance charity. We work in Lao PDR conducting survey and clearance of Unexploded Ordnance (UXO), employing over 1,200 staff based in Sepon, Savannakhet Province, with a small administrative office in Vientiane.

The HALO Trust team in Sepon works a monthly cycle, with an average of 22-23 days worked at the start of the month, with the remainder of the month as 'standdown' (rest days). HALO works a short cycle during April with an extended break for public holidays. More information on us can be found here www.halotrust.org.

About the role:

The Safeguarding Officer is responsible for strengthening HALO's safeguarding framework by implementing technical guidance, oversight, and coordination to prevent and respond to safeguarding concerns, including SEAH and child safeguarding. Working under the guidance of the Programme Management and HR Lead, the Safeguarding Officer ensures safeguarding is embedded across human resources, programmes, and operations through policy implementation, capacity building, risk management, and confidential case management. The role collaborates closely with HR, programme teams, and beneficiaries to promote a safe, respectful, and accountable working environment.

Responsibilities:

- Raising awareness about HALO's Safeguarding policy among all programme staff by working with HR to conduct trainings, refreshers and inductions for new hires and beneficiaries, and partners.
- Promote awareness campaigns and initiatives that strengthen a positive safeguarding culture.
- Promoting safe programming concepts in all operational areas in the programs by ensuring that safeguarding risk assessments are conducted.

- Working with the Programme Manager, DPM and HR team to integrate safeguarding in proposals.
- Supporting investigations into cases of sexual exploitation and abuse linked to staff, beneficiaries, partners, and representatives.
- Safeguarding Action Plans implementation and following up on country safeguarding self-assessment reviews and audits.
- Leading the review of safeguarding incidents and concerns with programme teams and consolidating lessons learned to improve programme quality.
- Organising and facilitating Safeguarding focal points training of trainers and annual focal points workshop.
- Ensuring compliance with minimum standards in safeguarding and safe programming and promoting best practices.
- Identify organisational safeguarding risks and recommend mitigation measures.
- Ensure communities understand their rights and know how to report safeguarding concerns.
- Strengthen accessible, confidential, and survivor-centred reporting mechanisms.
- Monitor the effectiveness and accessibility of complaints and feedback mechanisms.
- Keeping up to date on trends and new safeguarding approaches and sharing knowledge.
- Participating in Safeguarding Workshops, webinars, and other events within HALO or externally.
- Support HR Coordinator with staff exit and wellbeing management; facilitate exit interviews, drug test, organize trainings.
- Performing any other ad hoc functions as needed.

General:

1. Uphold HALO's core values and standards, promoting its ethos and mission statement.
2. Ensure familiarity with and adherence to all HALO policies and procedures, especially the code of conduct and safeguarding

Essential Requirements:

- Bachelor's degree in social work, Psychology, Law, Human Rights, International Development, Gender Studies, Public Health, or a related field.
- At least 5–7 years of progressively responsible experience in safeguarding, protection, PSEA, child protection, gender-based violence, compliance, or related fields.
- Experience delivering safeguarding training and organisational capacity building.
- Experience managing safeguarding cases and supporting investigations.
- Strong report writing and documentation abilities.
- Excellent interpersonal and stakeholder engagement skills.
- Standard proficiency in Lao and English, written and spoken

Desirable Requirements:

- Professional safeguarding or Protection from Sexual Exploitation and Abuse (PSEA) training is an advantage.
- Experience working with humanitarian or development organisations is a plus.
- Strong knowledge of safeguarding principles, PSEA, child safeguarding, and survivor-centred approaches.
- Excellent case management and risk assessment skills.
- Ability to prioritise tasks and manage multiple projects simultaneously.
- Ability to handle sensitive information with discretion and confidentiality.
- Proficiency in any southern Lao minority dialects

Physical Requirements for the role:

- Capable of making field visits and spending time in remote camps

Travel Requirements

Frequent travel to different HALO operational areas, including the Vientiane Capital office as required for subject matter working groups.

To Apply:

Please submit a CV (no more than 2 pages) and a cover letter (no more than 1 page) outlining how your experience matches the key skills and competencies to hr@halolaos.org required by **31/08/2026**.

Applications without a cover letter tailored to this position will not be considered.

We reserve the right to amend the closing date depending on the number of applications received.

The HALO Trust is an Equal Opportunity Employer and does not discriminate against any applicant for employment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

The HALO Trust is committed to attracting, developing, and retaining talented individuals from a wide range of backgrounds, experiences, and perspectives.

The HALO Trust is committed to ensuring that it provides a safe and trusted environment which safeguards and promotes the welfare and wellbeing of anyone who comes into contact with, or is part of, the Charity, with a zero-tolerance approach to behaviours which challenge this.