

Job Overview			
Job Title	Integrity Officer		
Reports to	Executive Director's Office		
Direct Reports	None		
Unit		Review Date	October 2023
Department/Section	EDO	Grade	17
Location	One of GPAF's current locations but flexible as GPAF implements a hybrid work location model with Work-from-home being the main base of our work location.		

Main Purpose of the Role	<p>To be the custodian of the GPAF Integrity System, the ED being the ultimate decision maker. The IO for GPAF will not only implement the Integrity System and ensure its socialisation within the GPAF offices, the IO will also support relevant departments to help identify and mitigate operational risks that could affect the Global brand and reputation. The IO will help ensure compliance with the Code of Conduct and integrity policies and ensure that any reported integrity infringements are investigated and addressed thoroughly and timely.</p> <p>One of the key functions of the IO is to support staff in understanding the principles and values that are behind our Code of Conduct so the risk of having infringements is minimised. This is why a good understanding of the GPAF realities and cultures is key. These principles and values are the same that motivate and align with the JEDIS work therefore, the IO role will always be linked to a continuous (un)learning process and ongoing self-reflection on these matters. That is what makes it so exciting and so key for the success of the Greenpeace Africa 3 year plan.</p> <p>The IO should be available for any consultation on potential brand risk of our activities and / or business activities of the organisation, advise on how these should be carried out within a regulatory framework and deal with any issue raised to them, but not act as 'police' or 'fish for cases'.</p> <p>The IO has also the responsibility to advise the ED on potential brand risks if any are perceived or communicated to them.</p>
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Principal Accountabilities		
Key Results Areas (no more than 6)	Main Duties	% of Job
Policy, Guidelines and Best Practice	<ul style="list-style-type: none"> a) Support People & Culture to implement and socialise the GP Africa Code of Conduct and Protocol for handling potential integrity violations ('Protocol'); b) Support People & Culture to implement and socialise the integrity policies linked to the various specialty units. That entails working with People & Culture partners and the relevant units or departments to implement or update (when needed) the integrity policies and the Protocol, based on the global model policies texts; c) Coordinating with People & Culture to ensure continuous socialisation of the Greenpeace Africa Code of Conduct, Protocol and integrity policies, delivering (apart from the initial general training) integrity inductions to the 	

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	<p>newcomers (being staff, Board members, volunteers/activists, etc.) as well as specific training as required (depending on the office or unit needs: specific policy training, like work place harassment, sexual harassment, or general behavioural training like courageous conversations and alternative culturally appropriate ways to address uncomfortable situations, etc.);</p> <p>d) Identify the risk associated with particular policy-making to draft simple structured solutions.</p>	
Team Coordination	<p>a) The IO does not have a managerial role over the Persons of Trust (PoT) nevertheless it is their responsibility to take care, keep trained and check in on them. The same would be applicable if the office would put in place an Investigation Committee with its members. The above is without any performance review or other 'managerial' responsibilities;</p> <p>b) Support from the integrity office where needed to people of trust on potential integrity issues.</p> <p>c) The IO will support country offices to appoint PoTs and ensure there is an active PoT and keep tabs on when the role falls vacant to support in having it filled.</p>	
Manage Investigation processes	<p>a) Receive integrity complaints and manage them through a fair and timely process, either by a dialogue-based solution or an investigation, always according to the GP Protocol; but keeping the African realities and cultures in mind</p> <p>b) Coordinate with GP Africa P&C to put in place the mediation process or any other support system that parties would need as part of their integrity process.</p> <p>c) Responsibility to conduct investigations on the matters that do not entail moral judgement or specific expertise and to externalise to an expert (or escalate to GPI or to the Global Integrity Community) the rest of the investigative processes.</p>	
Global Integrity Network	<p>a) Work closely with the Global Integrity Network and the Global Integrity Community in the integrity system globally, building the capacity of the community and monitoring and reporting integrity cases;</p> <p>b) Answering requests related to the potential brand risk of GP Africa activities or plans;</p> <p>c) General advice to the ED on integrity related matters involving the office or the global brand;</p> <p>d) If possible the IO could also assist the GPI Integrity team by ensuring that there is an International Person of Trust who has been born and raised on the African continent, preferably even a French speaker</p> <p>e) Being available to work with and advise on investigation panels for the Integrity network, when able and is motivated.</p>	

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Critical Working Relationships		
Internal		
Audience	Reason for Contact	
Executive Director		
GPAf Staff		
External		
Audience	Reason for Contact	

Required Qualifications & Experience	
Preferred Qualifications	Bachelor's degree in related field
Preferred Experience	<p>Training in project management, management and leadership, conflict management, investigations management, negotiations, labour law, culture and coaching is desirable.</p> <p>Africa regional experience with understanding of different cultures within Africa</p> <p>A strong alignment with the Greenpeace principles and values as well as an internal guide of integrity, honest qualities and moral principles.</p> <p>Keep updated with the changing environment internally and within the organization, network and externally.</p> <p>Clear understanding of historical and current political, socioeconomic contexts of Africa and their implications</p>

Required Skills & Behaviors

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Skills	Behaviors
Risk Assessment	Ability to handle difficult situations fairly, confidently and in a tactful way
Strong analytical skills and problem solving with a global vision but detail orientation	Strength to speak the truth, being able to handle pressure, and always aligned with integrity;
Strong writing and reporting skills	You can switch between different perspectives, scales, and cultures
Fluency in written and spoken English, fluency in French an added advantage	Embrace and commitment to justice, equity, diversity, and inclusion. You will make sure that organisation processes and policies embrace JEDIS principles
Excellent project management and coordination skills outside the line-management of teams skills;	Act with Empathy: You are able to identify and understand the situations, feelings, and motives of other people.
Investigation and data interpretation skills;	Act with Integrity: You act consistently with your professional role. You uphold agreements, you keep your word, “you walk it as you talk it”
Digital skills and ease in using new technology	Demonstrate Stamina and Resilience: You are dependable under pressure and strong despite adversity. You can deal with situations with a cool head
Agile and effective leadership	Culture of experimentation, innovation, evaluation and learning

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