



**JOB DESCRIPTION**

<b>Job Title:</b>	Donor Compliance Officer
<b>Job Location:</b>	Juba Based with frequent field visits
<b>Reporting To:</b>	ACD- Systems
<b>Posting Date:</b>	5 <sup>th</sup> October 2017
<b>Closing Date:</b>	25 October 2017

**OVERALL DESCRIPTION**

**General Description of the Program**

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Traditionally GOAL South Sudan has operated in three field sites; Twic County, Warrap State; Agok in the Abyei Administrative Area and in the Sobat Corridor, Upper Nile State. GOAL directly implements a multi-sectoral programme addressing the root causes of poverty and poor health, and has historically responded to a number of emergencies. In December 2013, conflict broke out, and this impacted all of GOAL's operations, though most noticeably in Upper Nile State, where fighting continues.

GOAL continues to support the communities with which it has worked with for a number of years, and IDPs who arrive in GOAL's areas of operations, and is currently running a health and nutrition response in Upper Nile and Twic.

In the Upper Nile, this has meant that GOAL finds itself working in both government and opposition held areas.

**General Description of the Role**

The main function of this position is to ensure that the GOAL South Sudan programme is fully compliant with GOAL and its donors' rules and regulations. H/She will work across all departments including programmes, finance, logistics, HR and GOAL's internal audit and compliance unit, and will work under the supervision of the Assistant Country Director – Systems (ACD-S). Frequent travel may be required to field locations.

**KEY DUTIES**

The Compliance Officer shall be accountable on the following key areas in GOAL South Sudan programme

**Policies & Procedures:**

- To stay informed of and ensure adherence to the standard of GOAL procedures and policies in relation to Logistics, Finance, HR and Programmes as set out in the
  - Current HQ Logistics Manual & GOAL South Sudan Procurement & Authorization Levels Chart
  - HQ Finance Manual & GOAL South Sudan finance procedures and policies
  - GOAL's Partnership Manual
  - GOAL's Training guidelines
  - GOAL South Sudan HR Manual
  - GOAL Grant Management Guidelines
  - GOAL Dublin HQ proposal / interim / final report checklists
  - HQ Safety & Security policies & GOAL South Sudan Security Standard Operating Procedures (SOPs)
  - Have an understanding and awareness of GOAL's M&E processes and guidelines, and how they contribute to the internal control environment
- To stay informed of and ensure adherence to donor rules and regulations as set out in GOAL's grant agreements and their annexes, and to provide day to day support for other departments when queries arise.

**Monitoring & Reporting:**

- Responsible for completion and reporting against the GOAL global Quarterly Donor compliance report, tracking and provide updates of key compliance updates per donor/award across all GOAL departments:
  - Review procurement documentation to ensure adherence with donor rules on source and nationality, eligible costs, competitive processing, etc.
  - Review finance documentation to ensure in line with budget variance levels allowable by donor, allocations in line with documented policy, etc.
  - Review HR documentation to ensure all supporting documents are on file for staff charged to each donor project
  - Review donor files and grant management systems to ensure these are in line with GOAL and donor requirements
  - Review the implementation of GOAL's policies on Anti-Terrorist and Sanctions checks, Conflict of Interest, Anti-Fraud, and Anti Bribery & Corruption.
  - Report the results of these tests to the various department managers, and to the ACD-S, Internal auditor and follow up for the implementation of all action points to close any issues raised.
- File maintenance and administration tasks as required



#### Partnerships

- Analyse and minimise GOAL's risk when working with partners / sub-grantees by:
  - Attend partner pre-award assessments with a finance representative
  - Assist in reviewing and drafting partner agreements / MoUs
  - Assist in delivering training to partners on GOAL and donor rules & regulations, and feed into the overall partner capacity building plan
  - Assist in responding to any queries from partners in relation to donor rules & regulations, on a day to day basis
  - Perform a monthly review of partner expenditure and supporting documents, compile a report of findings, and work with partners to close any issues raised.

#### Training:

- Coordinate compliance training for staff, focusing on areas of weakness arising from quarterly compliance reporting and internal audit findings.

#### Other:

- To conduct any ad-hoc internal audit, compliance and financial investigation assignments as requested by line manager and/or CD, HQ Dublin.
- To participate any audit by local authorities and conduct any regulatory & documentation changes of partners accordingly
- Any other duties as requested by ACD-Systems

#### SKILLS AND BEHAVIOURS (our Values in Practice)

##### Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling GOAL South Sudan values

##### Ambition:

- Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for GOAL South Sudan, engages and motivates others
- Future orientated, thinks strategically

##### Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength

#### SKILLS & EXPERIENCE

##### Requirements

- University graduate, background in compliance, administration, finance or related field.
- At least 2 years work experience in a related position, audit experience an advantage
- Excellent computer skill in Microsoft Word, Microsoft Excel
- Availability to travel to field sites on a regular basis
- Ability to learn new systems and IT software quickly and effectively
- Organised and flexible, with ability to respond to changing priorities
- Proven ability to work independently on own initiative, assess risk and make plans accordingly
- Flexible and creative approach with a proven ability to resolve issues and identify solutions;
- Excellent time management skills and the ability to prioritise work when under pressure;
- Fluent communication skills in English both verbally and in writing and focus on attention to detail.
- Excellent interpersonal skills while interacting with colleagues and partners
- Previous NGO experience and knowledge of donors (particularly DFID and Irish Aid) is an advantage

***Gender –GOAL practices and does not discriminate because of ethnic background, color, age, disability, marital status, religion or gender and will practice positive gender employment as far as possible.***

- ***Women are actively encouraged to apply for positions within GOAL.***

***Child Protection - GOAL recognises the rights of all children within our care to be protected from harm in accordance with the United Nations Convention on the Rights of the Child (CRC). GOAL takes seriously its duty of care and it undertakes to create an organisation that is safe for children where all efforts are made to prevent abuse. GOAL sees the best interests of the child as paramount.***

##### Contact:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to:

The Human Resources and Capacity Building Coordinator,  
GOAL South Sudan Office, Juba Munuki Area or alternatively email your application to:

[goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) before the application end date listed above. Please note that only shortlisted applicants will be contacted. Do not submit original documents.

- This position is open for South Sudanese **ONLY**.
- Women are highly encouraged to apply.

