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Approved by
Inspector PRSP
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26/10/23

STAND / FOR THE VULNERABLE™

World Relief South Sudan
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JOB ADVERTISEMENT

Job Title: Internal Auditor
 Department: Finance & Compliance
 Reports to: Country Director; Home Office Compliance Manager
 Supervises: N/A
 Duty Station: Juba with Frequent travels to the field sites
 Contract Length: One year from the date of signing extension will be subject to performance and funding.

JOB SUMMARY:

Under the direct supervision of the Country Director and HO Compliance Manager, the Internal Auditor will promote the need for efficiency and effectiveness in World Relief South Sudan programs and ensure procedures comply with all applicable laws, policies and regulations. He/ She will be responsible for ensuring the organization is compliant with the Core Humanitarian Standards (CHS), donor regulations and Government legislations and laws in addition to tracking progress of implementation on all the audit findings. The Internal Auditor will evaluate all current and new compliance regulations, review organisational processes, policies and procedures and provide leadership in all internal and external audit review assignments/ requirements. All these efforts should contribute towards the accomplishment of World Reliefs mission and vision.

DUTIES AND RESPONSIBILITIES

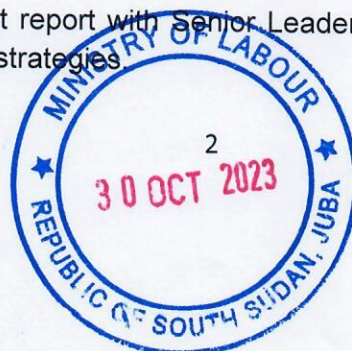
- Development of the annual Internal Audit plan for the office.
- Conduct risk analysis and ensure that internal audit work priorities are based on risk assessment.
- Perform various audit responsibilities such as preparation, documentation, and other related reports.
- Coordination of Internal audit function of the Country Program and maintain positive relationships with HO internal audit and compliance function.
- Recommend different methods to enhance and improve the internal control procedures and environment of the Country Program.



- Regularly assess the efficiency of internal control systems and recommend effective measures of improvements.
- Advise internal management on the implementation of audit and compliance programs.
- Monitor compliance systems to ensure their effectiveness and integrity of the internal control environment;
- Design or implement improvements in communication, monitoring or enforcement of compliance standards;
- Work with management to respond and resolve issues that may have been identified through audit findings.
- Conduct follow-up on all the different audit assignments to ensure that recommendations are carried out on time.
- Lead employee training sessions on Core Humanitarian Standards and all compliance issues.
- Put in place measures that will protect the organization resources, both physical (human resources, machinery, and property) and intangible (reputation, intellectual property);
- Coordinate with different department leaders to review all departmental audit and compliance needs.
- Conduct periodic internal reviews or audits to ensure that procedures are followed;
- Conduct or direct the internal investigation of fraud or compliance issues if any;
- Conduct financial reviews and surprise/ routine spot checks of all field offices including Juba Country Office.
- Conduct financial reviews and surprise/ routine spot checks of all Sub Implementing partners.
- Assess tools, compliance or operational risks and develop risk management strategies;
- Identify compliance issues that require follow- up or investigation;
- Maintain documentation of compliance activities, such as complaints received or investigation outcomes;
- Assists in reviews (partner due diligence) and capacity building of local implementing partners in specific grants;
- Undertakes verification of all supporting documents for authenticity.
- Provides technical support, back stopping, coaching and training to the field offices when required.
- Collaborate with Human Resources section to ensure the implementation of policies, consistent disciplinary action strategies in cases of compliance standard violations;
- Verify if organizational policies and procedures have been documented, communicated and implemented;
- Provide assistance to external and internal auditors in audits and compliance reviews, keep the tracker of audit findings updated, guide the implementation of the inter audit findings.

Reporting

- Record, analyze and report findings from audits and quality reviews;
- Prepare management reports regarding compliance operations and progress on quarterly basis.
- Share the risk management report with Senior Leadership Team (SLT) for timely decision making on timely response strategies.



- Prepare and present Spot Check review reports for Sub-Implementing Partners highlighting key observations and suggested recommendations to strengthen compliance with grant agreements, MOUs, quality of reporting and internal control environment

Risk Management

- Assist the executive leadership team in the review and identification of internal Program control gaps.
- Periodically monitor and reassess the organization risks to recapture unknown risks which will lead to informing and redesigning the mitigation strategies.
- Provide recommendation to Country Director in the mitigation of key organization risks.

Other Duties.

- Assist in reviewing and incorporating all field books into the country office computerized financial system
- Will perform other duties as requested by the Country Director

REQUIRED MINIMUM QUALIFICATIONS:

- A Master's Degree or Bachelor's Degree in Accounting, Finance, Audit, Law or similar discipline.
- Initiative, excellent organization ability with attention to details.
- Excellent interpersonal skills for team work in a multi-racial environment.
- Self-directing, reliable and responsible.
- Flexible and motivated team player.
- Strong communication and presentation skills including writing and verbal skills in official languages used in South Sudan.
- Excellent analytical, problem solving and project management skills.
- Extremely high level of comfort with Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Proven ability to perform financial responsibilities according to lawful and ethical standards.
- Excellent knowledge of reporting procedures and record keeping.

Work Experience

- Minimum of 5 years of relevant work experience preferably in INGO environment
- Substantial understanding of compliance requirements of major donors.

PERSONAL CHARACTERISTICS

Internal Auditor should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behavior and practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Confidentiality:** Ability to maintain confidentiality.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.



- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve quality and operations of the organization and to create new effective procedures.
- **Focus on donor needs:** Anticipate, understand, and respond to the needs of internal and external donors to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Ensuring value for money** through compliance insurance.
- Ability to work under hardship environment and with minimum supervision.

Interest potential candidates should submit their application through any of the below following ways:

Submission of hard copy application address to the Human Resources Department World Relief Juba Office at Hai Cinema or Online submission by email to WRSSRecruitment@wr.org or copy GElizabeth@wr.org. Please Write **INTERNAL AUDITOR** as your Email Subject.

Applications must be received by 15th November, 2023 at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

