



# ACTED

50.11.3  
Approved by  
Inspector



## Terms of Reference

### Senior Transparency & Compliance Officer

Position: **Senior Transparency & Compliance Officer**

Location: **Juba**

Duration: **6 months**

Positions: **1**

Issuing Date; **26/10/2020**

Closing Date; **09/11/2020**

#### 1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development

#### JOB PURPOSE

Under the authority of the Country Transparency & Compliance Manager / Officer (if any) the Transparency & Compliance Assistant facilitates the implementation of ACTED's compliance process in the relevant country or area.

S/He also provides technical support for donor external audits

S/He should comply and ensure compliance to the audit code of conduct.

#### CHAIN OF COMMAND

Under the authority of:

- Country Transparency & Compliance Manager / Officer (if any) or Country Director

#### WORKING RELATIONS

Internal:

- Will interact with all departments and mainly Finance, Logistics and Administration/HR, and PDD;
- Independent from all other ACTED department;
- Work in close relation with HQ Audit Department and with the Regional Audit Manager;

External:

- External auditors;
- National and international Partners;



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## **OBJECTIVES**

1. Facilitate the implementation of the ACTED standard guidelines and FLATS System in the country
2. Facilitate external audits preparation
3. Contribute to the implementation of the approved national internal audit plan: facilitate internal audit missions through a risk management approach and follow-up the agreed action plans.
4. Training, lessons learnt and best practices: facilitate training sessions to reinforce the compliance level of country teams and implementing partners, ensure lessons learnt and best practices are discussed, influence the Improvement of ACTED's current procedures;

## **DUTIES & RESPONSIBILITIES**

Under the supervision of the Country Transparency & Compliance Manager / Officer (if any) or Country Director:

- 1. Facilitate the implementation of the ACTED standard guidelines and FLATS System in the country**
  - a) Follow-up of the Compliance process at area level by ensuring the monthly flow of documentation from the Area to the Capital office;
  - b) Follow-up of the compliance process at implementing partner level by ensuring the monthly flow of documentation from the implementing partner to the Area/Capital office;
  - c) Support the Transparency & Compliance Manager / Officer in identifying the compliance issues by filling the compliance checklist in a timely manner (FLA02)
  - d) Link with the other departments and share the compliance issues identified and the action plan to mitigate the risk
  - e) Contribute to the follow-up of the action plan
  - f) Contribute to the monthly update of the Projects and External audit follow up (FLA03)
  - g) Contribute to the Monthly Compliance Report (FLA04).
  - h) Perform Market surveys (FLA05) upon the request of the Country Director or Area Coordinator.
- 2. Facilitate the external audit preparation**
  - a) Contribute to the preparation of external audits in close collaboration with the Transparency & Compliance department;
  - b) Facilitate the sending of any relevant documents to the Capital/Area Office;
  - c) At capital office, in close relation with the Country Transparency & Compliance Manager / Officer (if any) or Country Director, facilitate the audit (kick off and close out meetings of each external audit);
- 3. Contribute to the implementation of the approved national internal audit plan**
  - a) Facilitate the drafting of the Terms of reference (AUD03)
  - b) Participate to internal audit missions and conduct checks based on the internal audit checklist
  - c) Provide a drafted audit report and action plan
  - d) Facilitate the recommendation follow-up
- 4. Training sessions / lessons learn / best practices**
  - 4.1. Lessons learn**
    - a) Contribute to proactive dissemination and use of knowledge gained through audit activities (internal and external audits) among international and national staff;
  - Team work**
    - a) Participate in positive working environment and good team dynamics among Transparency & Compliance Department in the country;





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- b) Ensure that the ACTED staff in the country retain all that is distinctive about ACTED including the organizations values and beliefs, global identity, coherence and consistency, and independence and impartiality.

## 5. Investigations

- a) Take ownership of the investigations process within T&C, managing investigations from initial reports to closure, maintaining full confidentiality at all times;
- b) Ensure that the investigation process is fully documented with all supporting information (interview notes, testing schedules, photographs, financial documents etc) stored electronically within the investigations folder in the

## 6. Other

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members;
- b) Perform any other related activities as assigned by direct line manager (and Country Transparency & Compliance Manager / Officer if not the direct line manager).

## KEY PERFORMANCE INDICATORS

- % of FLA-02 submitted on time and well completed
- % of Compliance checks performed on an annual basis
- Number of alert and action plans developed by the Audit department to improve system, process and practices
- Number of internal audits conducted
- % of internal audit recommendations implemented at area/country level
- % Audit staff / IPs in the country provided with internal/external training during past 1 year
- Lessons learnt and best practices recorded in the Lessons Learnt and Best Practices document according to ACTED's standard learning procedures in a consolidated document and updated in regular and timely manner

## Application Submission

To apply, please hand in a CV and cover letter detailing how your experience and skills match this position description to ACTED Office in Hai cinema behind concert Hotel submissions must be delivered not later than **9 of november 2020 at 5 ;00PM** on This date or send by email to [juba.hr-adminassist2@acted.org](mailto:juba.hr-adminassist2@acted.org); [daniel.hellary@acted.org](mailto:daniel.hellary@acted.org); [opani.rose@acted.org](mailto:opani.rose@acted.org);

Please ensure that you **apply using copies of your documents**, include an up to date telephone number plus the position details on your envelope.

**Applications will not be return and shortlisted candidates will be notified**

