

IHO

Impact Health Organisation

IMPACT HEALTH ORGANISATION

Juba South Sudan
Email: info@ihosavinglives.org
Website: ihosavinglives.org
+211-92-80-82-382



Job Opening

compliance-manager

Job Title:	Compliance Manager	Designation:	Compliance Manager
Company:	Impact Health Organisation-IHO	Department:	Operations - IHO
Status:	Open		

Planned number of Positions: 1

Vacancies: 1

Route: compliance-manager

A compliance manager is a senior management position that ensures the organization functions in a legal and ethical manner while meeting its business goals. The manager will report directly to the Country Director on all matters arising in the effective execution of his Job.

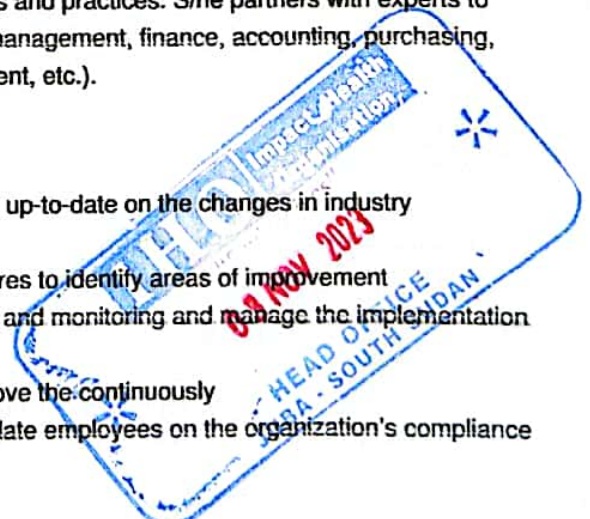
The Compliance Manager will lead the efforts to support all functions to document and improve standard operating procedures (policies, procedures, guidelines), training for compliance, and monitoring and advising management on possible risks.

S/he is responsible for documenting finance processes (financial planning and analysis, accounting, accounts payable etc) to ensure controls are established to oversight operations and minimize risk. S/he will facilitate the onboarding and training curriculum and ensure the content is relevant to current efforts and practices. S/he partners with experts to ensure that all staff are equipped with skills on contracts and grants management, finance, accounting, purchasing, inventory management, travel, business development, risk management, etc.).

Key responsibilities, Roles, and duties.

Administrative roles

- Establish relationships with important external bodies and stay up-to-date on the changes in industry requirements and all relevant regulations
- Draft, and review our current compliance policies and procedures to identify areas of improvement
- Set up compliance tools for financial and accounting oversight and monitoring and manage the implementation of those tools.
- Regularly review the efficiency of the control system and improve the continuously
- Organize workshops and training sessions to educate and update employees on the organization's compliance policies, regulations, and processes



- Develop an annual work plan of spot checks/internal assessment reviews on critical management controls.
- Monitor and provide updates on post-implementation and conformance reviews with a focus on continuous improvement and compliance

Functional roles

- Support the internal auditor to conduct regular internal audits to ensure compliance procedures are followed across the organization
- Conduct spot checks/internal reviews to ensure key risk management controls.
- Lead /coordinator of fraud & multi-faceted investigations
- Fraud – focal point/ investigator training
- Maintaining records of compliance practices
- Whistle-blowing service provision & follow up
- Review/attend unit process control meetings to provide specialist input (Eg. attending Finance Centre Compliance meeting)
- Provide functional expertise to support the organization's risk identification and assessment processes. Utilize detailed knowledge to ensure that risk management approaches are fit for purpose and fully embedded and operationalized within the organization.
- Provide expert support on internal control/mitigation design for new projects or processes
- Acts as a risk focal point with the rest of the IHO risk network.
- Lead the development and delivery of training to staff on critical internal control and risk prevention measures related to their Ways of Working
- Provide Surge support for risk prevention expertise to major humanitarian incidents.



Desired skills and experiences

- 10+ years of demonstrated experience in improving finance processes, risk, and controls.
- At least 7 years of experience in finance operations (finance, accounting, financial planning, and analysis) or related experience is required.
- Experience writing policies, review, and procedures required
- Experience building capacity/ training diverse groups highly desirable, both in a classroom or in an electronic setting
- Certification in a related field (e.g. CFE, SCCE, CPA, ACCA, etc.);
- Knowledge of the local and international control and legal framework affecting operations in South Sudan
- Experience within an INGO, ideally at a country office level, or similar other organization working with vulnerable communities and children or with similar experience within IHO.
 - Experience with documenting and flowcharting business processes, in particular finance processes.
 - Experience conducting financial risk and compliance analysis
 - Experience with international, complex, matrixed organizations required
 - Public Accountant certification preferred

Knowledge and Skills

- Proficient in finance, accounting, planning and budgeting, risk, compliance, internal controls, and staff leadership.
- Excellent finance processes knowledge and writing skills.
- Ability to work collaboratively with all teams and field operations staff toward the achievement of delivering the training and procedures.
- Skilled at working in a culturally diverse environment.
- Demonstrated knowledge and application of adult learning techniques.
- Excellent interpersonal and communication skills, both written and verbal.
- Organized and detail-oriented.



•Excellent technical writing skills.

Competencies

- Able to see the 'big picture' and understand the holistic approach to process improvement and innovation
- Able to motivate, gain buy in, and effectively solicit input from staff affected by the changes and improvements in business processes
- To continue process innovation, must be determined, self-motivated, and with excellent interpersonal skills.
- Group facilitation
- Capable of managing work with shifting priorities
- Able to manage and coordinate a variety of activities simultaneously
- Can work in a team-oriented environment while driving for results
- Perform logical analysis
- Creative problem solving



How to Apply:

Applications should include an updated Curriculum Vitae (CV) and cover letter. In the cover letter (of no more than two pages), the candidate should briefly describe his or her motivation for the position and highlight relevant experience. The above documents can be delivered to IHO Head Office, Bilfam road TongPing, Juba-South Sudan, Or sent in soft copy to: jolem@ihosavinglives.org cc. jobs@ihosavinglives.org Only shortlisted candidates will be contacted. Due to the urgency of these roles, the Deadline for Application **23th November 2023** IHO reserves the right to shortlist applications prior to the closing date

