



Are you aiming to work for an organization where it is worthwhile investing your personality, your skills and your time? Are you looking for a job that is exciting and has clear goals? Welcome to **Welthungerhilfe** - one of the largest and most respected private organisations for development cooperation and humanitarian aid in Germany. Our vision is clear: "**Zero Hunger by 2030**" - If you want to become part of our global mission to end hunger around the world, we look forward to receiving your application as:

**Compliance Coordinators**  
in, Northern Bahr el Ghazal State  
In, Unity State-Bentiu  
In, Panyijar County- Ganyiel



Announcement date: 18/12/2023

Closing date: 10/01/2023

**Contract duration:** three months' probation period with possibility for extension

### Background:

Welthungerhilfe (WHH) has been working in today's South Sudan since the late 1990's. Since the country's independence in 2011, Welthungerhilfe has implemented 87 projects ranging from rapid disaster relief to reconstruction and long-term development cooperation projects with local partners, with an overall volume of over EUR 420 million. Through 19 projects in five states (Northern Bahr el Ghazal, Unity State, Western, Central and Eastern Equatoria), we supported 610,000 people in 2020 alone. Welthungerhilfe receives institutional grants from German federal funds (GFFO, BMZ, GIZ), UN (WFP, FAO, SSHF) and the European Trust Fund (EUTF). WHH SSD primary areas of work in South Sudan are food security, agriculture, food systems, nutrition, WASH, and infrastructure rehabilitation, under the overarching umbrella of climate resilience and adaptation. Established in Germany in 1962 under FAO-led campaign against hunger, WHH currently operates in 36 countries globally.

### Job purpose:

Welthungerhilfe (WHH) South Sudan requires a functional compliance system at all levels in project locations for ensuring that the employees and stakeholders are informed and WHH policies, rules and regulations are imbedded in day-to-day WHH operations. Compliance Coordinators support an organization manage risks and avoid complaints by ensuring business operations are performed in compliance with WHH and country laws.



### Key responsibilities

- The Compliance Coordinator will work with the Compliance Manager to ensure that annual compliance plans appropriate for the context of SSD and management requirements. He/she will work with relevant focal points at field level including programmes, finance, procurement, logistics and human resources providing timely advice on regulations and feedback on the effectiveness of the internal controls in place in ensuring adherence to those regulations.
- Reporting potential violations to the Compliance manager and Country Director
- Coordinate with Compliance Manager on the rollout awareness sessions for project stakeholders on WHH policies, roles and regulations.
- Monitor the implementation of the internal polices and GDPR regulatory requirements with stakeholders and partners at field level.
- Support HR focal points/field officers on all personal data protection processes
- Participate in physical inspection visits and due diligence checks for vendors, contractors and suppliers as required.
- Participate in tenders opening as an observer in the country office or at field locations.
- Assist in implementing partner assessments and ensure that data protection agreement and relevant documents are signed prior to signing of project contract agreement with WHH.
- Support the review of internal and external audit reports to identify potential areas of compliance risk/vulnerability. Where necessary.
- Support the implementation and closure of recommendations and action points.
- Support HR field focal points to ensure Personal data protection for WHH job seekers.
- Support compliance manager on roll-out of Code of Conduct and policies on-line training courses and for classrooms.
- Ensure employees adhere to rules established to meet ethical, legal and regulatory requirements.
- Work closely with MEAL officers at field level.

### Other tasks

- At field level, support human resource focal point and logistics to follow up the Conflict-of-Interest management that includes declarations by staff on potential or actual conflicts of interest related to staff or suppliers.
- Support Compliance Manager in reviewing non-sensitive complaints.
- Provide support to the screening process for WHH units and ensure that the policies and procedures are followed.

### Your profile:

- A university or polytechnic degree or equivalent in law, management, administration, accounting/finance, or related field.
- Minimum of 3 years of work experience in a similar position; preferably with non-governmental organizations and government.
- Good understanding of local context in the project area.
- Strong interpersonal skills and the ability to work in a multi-cultural environment.
- Very good communication skills and ability to build positive relationships across departments.
- A high level of mental and physical resilience and readiness to travel to areas with volatile local conditions.
- Strong computer skills are required (MS Excel, MS Word at a minimum) and ability to learn new systems and IT software.
- Ability to work independently, and to assess risk and prioritise accordingly.



**Application procedure:**

Interested applicants can submit their application – CV and cover letter – (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) Subject-line must be "Compliance Coordinator".

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: [info@imatongemploy.com](mailto:info@imatongemploy.com) – please mark the e-mail with "Questions – Compliance Coordinator".

Applications should not reach later than **10 January 2023 at 5pm.**

**Only short-listed candidates will be contacted. Qualified females are strongly encouraged to apply.**

