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JOB ADVERTISEMENT	
Job title:	Risk and Compliance Officer
Location:	SSRC HQ-Juba
Reports to:	Internal Auditor
Open Date:	1st December 2022
Close Date:	15th December 2022

ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (17) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 14,000 volunteers and 2,000 members across the country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles

SUMMARY of JOB PURPOSE

The Compliance function sits between Operations and the Internal Auditor to ensure that internal controls are properly designed, in place, and operating as intended. The Compliance function must exercise some level of independence from Operations but may be involved in day-to-day decision-making by directly modifying and developing internal controls and risk management systems. Hence, in this capacity, the Compliance function reports directly to the Deputy Secretary General of NSD.

The purpose of the Compliance function is to monitor various specific risks such as non-compliance with South Sudan laws & SSRC policies & procedures. Furthermore, She/He will act as the focal person for the internal auditor and management.

Even though the Compliance function will be evaluating and improving upon internal controls, the focus will still be on design and implementation, rather than independent evaluation.

JOB DUTIES AND RESPONSIBILITIES

Internal Controls and Compliance systems

- Oversee all business operations relating to compliance, including policies, investments, and procedures.
- Develop compliance framework and annual plans within which compliance work is executed.
- Continuously review the adequacy and application of organizational internal control systems and make recommendations for improvement of the systems.
- Create and manage effective action plans in response to audit discoveries and compliance violations.
- Conduct internal investigation of non-compliance issues.
- Create, maintain and regularly update the organizational and compliance calendar.
- Continuously review financial data, identifying and recommending correction of transaction errors posted to the General Ledger with a view to preparing the organization for audit.
- Participate, as needed, in planning and problem-solving meetings.
- Provide periodic training to staff on internal control procedures and ensure consistent application throughout the organization.
- Carry out compliance reviews of SSRC programs and SSRC partners' programs and share a Compliance report with the relevant staff
- Track, document, and disseminate to Management, quality assurance issues and feedback from donors, audits, and system reviews with a view to enhancing learning and improvements to SSRC's internal controls. The report should include progress made on the implementation of audit recommendations.
- Participate in new project kick-off meetings to reinforce compliance requirements of the specific donor/s.
- Continuously assess financial risk and report exposure areas.
- Carry out periodic desk and field reviews of SSRC financial transactions and test for accuracy, eligibility, and completeness in a manner that ensures SSRC is ready for audit.
- Recommend ways to improve internal controls to prevent fraud and errors in accounting records.
- Proactively report instances of known or suspected non-compliance, fraud, waste, and abuse of SSRC resources to the Director of Finance, Director of Human Resources and Culture, and Chief Financial Officer.
- Provide periodic training to staff on internal control procedures and accounting tools.

Risk

- Preparing, disseminating, and documenting risk management frameworks
- Coordinate the monitoring of risks from other department head
- Review and assess potential fraud activity and develop fraud detection tools and processes

POSITION REQUIREMENTS

- A minimum of 3-5 years of accounting experience with at least 2 years in audit/compliance/risk management and any other control functions.
- Bachelor's degree in business, finance, accounting, or a related field
- Professional accreditation e.g ACCA, CPA, CFE and other international certifications is an added advantage
- Good knowledge of accounting standards governing not-for-profit accounting, financial reporting, procurement, and audit.
- Ability to analyze financial and non-financial information
- Ability to communicate accounting information to non-accountants.
- Excellent written and verbal communication skills.
- Self-starter with strong decision-making skills.
- Highly organized and able to meet tight deadlines.
- Strong technical skills, including MS Excel, report writer tools, accounting systems, and other databases.
- Ability to manage competing priorities, exercise good judgment, and quickly identify and resolve problems with minimum supervision.
- Must have excellent interpersonal skills and the ability to interact professionally with staff, partners, and donors.
- Proactive and able to anticipate challenges and implement appropriate mechanisms to address them.

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicates the title of the position you are applying for in the subject line of your email. Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Juba.

You should arrange your documents in the following order.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only candidates with certified Copies of academic documents by the relevant public authorities or Line ministries will be shortlisted and contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates and persons with disabilities are strongly encouraged to apply.