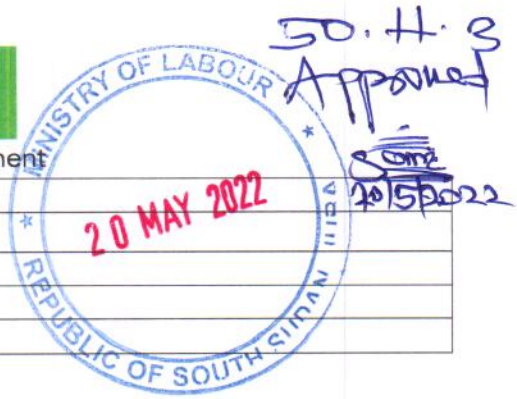




Vacancy Announcement



Job Title:	Compliance Manager (CM)
Location:	Juba, South Sudan
Reports to:	Systems Director (SD)
Posting Date	20 May 2022
Closing Date	9 June 2022

General Description of the Programme & GOAL

GOAL is looking for a talented and motivated national staff member to join our team as Compliance Manager. This is a great opportunity to work in an International NGO and help GOAL in delivering its programmes that transform lives every day.

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 15 of the world’s most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work.

Job Purpose

The purpose of this role is threefold, advice, assurance and partner agreement management.

- **advice** on donor, GOAL and host government requirements for both GOAL and partners including training on local legislation, GOAL and donor rules, regulations and policies for GOAL and partner staff.
- **assurance** through regular review of transactions of GOAL and partners documenting issues noted and relevant corrective actions,
- ensuring all **partner agreements** are established and managed in accordance with donor and GOAL requirements.

Duties and responsibilities

Advice (including capacity building):

- Develop and deliver in-country training materials in relation to compliance (e.g. GOAL policies, donor requirements, local legal requirements, taxation policies etc.) and ensure that HQ material is contextualised with relevant examples for South Sudan. Make recommendations for the types of training materials that need to be developed and the best mechanism for those (e.g. online, face-to-face workshops, etc.).
- In conjunction with management develop a training plan for the year to incorporate donor, host government and GOAL rules/policies training for GOAL and partner staff,
- With support of the HQ compliance team (where necessary) provide advice to management and staff in relation to compliance throughout the project lifecycle - from project design, contract review, implementation, procurement, reporting and audit.
- review and advice the GOAL South Sudan team on any new polices/procedures, that are specific to programmes before they are finalised to ensure that they adhere to donor requirements.





- Provide advice as necessary on partnership agreements and contracts to ensure that they adhere to, and comply with, all relevant host government, GOAL and donor requirements



Assurance:

- Complete and submit two Quarterly Compliance Reviews to GOAL HQ per year.
- Ensure that issues and action points arising from the compliance reviews are reported to relevant management and closed in a timely fashion
- Review all internal and external audit reports to identify and understand potential areas of compliance risk/vulnerability. Support department heads and partners develop corrective action plans for resolution of issues. Follow up on the implementation and closure of recommendations and action points.
- Support implementing partner assessments, reviews, and other internal or external audit reports and ensure any issues and action points for GOAL, or the partner, are clearly documented and communicated with the relevant staff. Ensure that management and staff follow up on these issues and close action points in a timely manner.

Partner agreements:

- Work with the Programme Director to ensure Organisational Capacity Assessments, financial assessments and programme assessments are conducted for partners. Manage the development, delivery, and reporting of assessments.
- Conduct pre-award assessments of potential partners, assessing a partner's internal controls, their capacity to manage a grant from GOAL, and the risk associated with the partnership. The results of the pre-award assessment will inform the payment and monitoring schedule of the partner which will be laid out in the partnership agreement.
- Maintain a log of action points and recommendations for each partner. Ensure these are communicated to GOAL and partner management and are followed up on/implemented in a timely manner
- Work with the Programme Director, programme and finance staff to ensure partnership funding agreements are put in place in a timely manner,
- Work with finance staff to ensure partner internal controls environments are fit for purpose compliant with donor and GOAL requirements,
- Identify Partner capacity building needs in relation to compliance issues (donor rules, Ethics & Compliance Policies, etc)
- Work with programme and finance staff to ensure relevant donor requirements are effectively communicated and understood by partners
- Carry out, or support finance staff to carry out interim and final compliance reviews of partner transactions and make recommendations to country management on full or partial payments to partners,

Other Responsibilities:

- • Assist on internal and external audits and follow up on recommendations, ensuring corrective measures are put in place and understood by all,
- • Ensure that adequate anti-fraud procedures are in place minimising the potential for abuse of GOAL's systems.





- Participate and at times lead investigations in to suspected or reported related fraud or wrongdoing

Reporting & Meetings:

- • Share short monthly Compliance report highlighting key achievements, challenges and difficulties encountered and proposing solutions
- • Attend weekly System meetings,
- • Prepare for and present at Grant Management Meetings (both internally within GOAL and externally with Partners),
- • Contribute to internal and donor reports as needed,

Behaviours

The successful candidate must be able to successfully multitask, work to changing priorities and be a proactive communicator in this dynamic work environment. They should also have the communication and presentation skills required to translate complex rules and regulations to non-technical staff.

Requirements (Person Specification)

Essential

- Organised and flexible, able to respond to changing priorities,
- Ability to work independently on own initiative, assess risk and make plans accordingly,
- Attention to detail with the capacity to differentiate strategic risks,
- Fluent in English,
- Capacity to produce clear, concise written and verbal reports quickly,
- Proficient in Microsoft Word, Microsoft Excel with an interest in taking advantage of technological developments to promote compliance,
- Ability to learn new systems and IT software quickly and effectively
- Previous NGO experience and knowledge of donors
- Willingness to travel to remote field sites for extended periods on a regular basis

Desirable

- Qualification in Accounting,
- Experience in compiling and conducting training workshops

Equal Opportunities

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion, or gender. **All interested and qualified females are strongly encouraged to apply.**

Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.





Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.



HOW TO APPLY

There are two ways to apply. Please only use one.

1	<p>Submit your cover letter, CV and copies of certificates in a sealed envelope with the position you are applying for stated on the envelope.</p> <p>Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.</p>
2	<p>Email your cover letter, CV, and scans of certificates to goaljobs@ss.goal.ie</p> <p>State the position and Location you are applying for in the email subject line.</p> <p>Note: GOAL can only receive emails of 5MB or less. GOAL will not be liable to emails not received</p>

