

## Vacancy Announcement

**Job Title:** Compliance and Internal Control Manager  
**Band / Level / Grade:** 7B  
**Department:** Operations & Compliance  
**Location:** Juba South Sudan  
**Overtime Eligible:** Exempt  
(per local law)



The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains unpredictable, and the operational context is challenging. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with field program portfolio covering health, nutrition, child protection, Economic Recovery and Development (Livelihoods), women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese and continues to work with the affected to rebuild their lives and restore peace.

### Job Description

The Compliance and Internal Controls Manager will support the Country Program in planning and undertaking the work of the Internal Control function. The role will have a range of responsibilities, all aimed to provide leadership to the country's Compliance department and promote a culture of Enterprise Risk Management, integrity, and compliance in the behavior of staff and volunteers, and to coordinate consistent and effective investigations as needed when there are allegations of misconduct.

### Duties and responsibilities

#### Risk Management

- Coordinate the identification and classification of risks to the Country Program, the documentation of these, and the determination of appropriate actions to manage or mitigate such risks.
- Facilitate the effective implementation of the overall organizational risk management system, including its review and monitoring.
- Facilitate the monitoring of progress towards agreed risk management or mitigation actions, such that remedial actions can be taken in a timely way as and when necessary.

#### Internal Controls and Compliance

- Carry out reviews of the existent internal controls in all departments and assess their design and operating effectiveness while providing recommendations for improvement. Follow up on corrective action plans following reviews.
- Review compliance with established key controls in finance, grant management, human resources, IT, partnerships, security, supply chain and programs.
- Ensure compliance with all the local laws including taxation, social security, labor laws and donor rules and regulations.
- Facilitate appropriate response to identified gaps in the control environment, including the monitoring of progress against agreed upon follow up actions.
- Prepare and regularly update the master list of all external and internal audit actions while following up with process owners to update and share the progress on audit actions.
- Ensure accountability and transparency to key stakeholders through the enforcement of donor rules and regulations in financial and progress reporting.
- Draw periodic schedules to carry out spot checks on operations and program activities across the field offices and in Juba.

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## Capacity Development

- Enforce the local integration of IRC Organizational Policies and support training and awareness programs for staff on ethics and compliance issues.
- Raise fraud awareness across the entire workforce.
- Facilitate continuous learning regarding the Enterprise Risk Management. This includes learning from interaction with other IRC countries and with NGO regulatory bodies.
- Support partner organizations in their own risk management processes and conduct partner risk assessments based on due diligence reports, volume of funds, and other criteria to identify possible key risks that might affect operations with them.

## Misconduct Allegations and Investigations

- Work with IRC's global Ethics and Compliance Unit (ECU) and Country leadership, to ensure that staff and partners are aware of the IRC's reporting mechanisms.
- Provide timely support to the ECU on investigations as appropriate, in accordance with the IRC's investigations process.

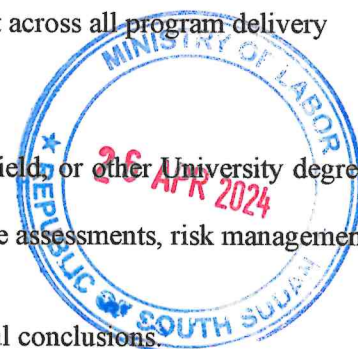
*Perform other related duties as required.*

## Collaborating with other teams

- Directly reports to and receives supervision from: Country Director and management in partnership with the Regional Ethics and Compliance Advisor
- Work closely with the Finance, People & Culture, Operations, Humanitarian Access & Safety, Programs, Partnerships and Grants Leaders within the Country program across all field sites.
- Work closely with the Field Leads towards strengthening Enterprise Risk Management across all program delivery functions.

## Minimum Requirements

- University degree in Business Administration, Finance, Accounting or other related field, or other University degree with professional qualifications such as ACCA, CIA, CPA or CFE.
- At least four years of relevant progressive experience in undertaking audits, compliance assessments, risk management and fraud investigations.
- Highly organized, close attention to detail, and ability to effectively prioritize tasks.
- Strong knowledge of how to collect useful information, analyze it and draw meaningful conclusions.
- Excellent interpersonal skills with a demonstrated ability to develop positive relationships with local and remote team members at multiple levels in the organization. Experience in working collaboratively and/or advocating with other sectors and teams.
- Professional fluency in English, with ability to communicate concisely and impactfully.
- Willingness to travel frequently to different field offices.
- Self-motivated, highly responsible, punctual, flexible, culturally sensitive. Ability to work both independently and as part of a team.



## The IRC Core Values and Commitments:

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Safeguarding and PSEA policy:** The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

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**Narrowing the Gender Gap:** The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

**How to apply:**

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Human Resources Juba IRC Country Head Office-Located in APTECH Africa Office Building 3<sup>rd</sup> Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) not later than **16<sup>th</sup> May 2024 @ 4:30pm**.

**NOTE:** Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION, COMPLIANCE, AND INTERNAL CONTROL MANAGER  
- JUBA, SOUTH SUDAN**

***“WOMEN, MINORTITIES AND PEOPLE LIVINING WITH DISABILITIES ARE ENCOURAGED TO APPLY”.***

