



## External Advert

**Oxfam is a global movement of people working together to end the injustice of poverty.**

**That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.**

**We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.**

**All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)**

**Job Purpose** The **Compliance Manager** has the main goal to support the country's program to comply with our internal systems and processes, external policies and procedures like donors, government, most importantly ensure that Oxfam in South Sudan is compliant with laws, rules and regulations.

It is key to ensure that organizational resources are managed in an efficient stewardship way and this role will be advising the senior management on the design and implementation of internal control procedure, carryout risk assessment and putting in place mitigation measures.

This role will interpret and follow up the application of organizational policies and procedures in varying functions within the organization. If problems arise, this role will develop mitigation measures taking into consideration the diversity and complexity of the problems. Anticipate and resolve challenges within corporate or divisional parameters, with moderate scope. The impact of this role is significant within the support and finance units and could also have some impact Oxfam-wide in South Sudan. It is a key role to contribute to and influence operational planning, ways of working, and behaviours.

**Position: Compliance Manager**  
**Location: Juba**  
**Grade & Level: C Zone 1 Global**  
**Contract Type: Fixed Term**  
**Number of post:**

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- 1. Policies analysis and advise on better management practices to ensure compliance.**

### **FUNDING**

- Ensure the donor compliance rules and regulations are adhered to in project and programme activity implementation.



- Assess compliance to the Executing Affiliate (EA) business rules in donor contract management.
- Random checking of use of Funding System and compliance on the EA Contract Management procedures.

#### **FINANCE**

- Verify application of financial procedures and flag issues and irregularities if available.
- Participate in staff training on financial procedures.
- Organise spot checks on the accounting process and quality of financial data.
- Identify risks and advise line managers on solutions.
- Assess the use of accounting systems and make recommendations.
- Ensure statutory/regulatory requirements are strictly adhered to such as filing on annual accounts, timely remittance of statutory payments to relevant government departments.

#### **LOGISTIC AND SUPPLY CHAIN**

- Verify application of Logistics and Supply Procedures and flag issues and irregularities.
- Participate in staff training on logistic procedures.
- Interpret logistic procedures for a better understanding by all staff.
- Organise spot checks on logistics and supply activities such as procurement, fleet, warehouse, and assets management and flag irregularities or risks to Business Support Manager (BSM) and advise on solutions.
- Review documents (filing system, archiving, and quality of the documents).

#### **HR**

- Verify application of HR policies and Procedures and flag issues and irregularities.
- Organise spot checks on HR activities such as recruitments, medical, benefits, payroll, Health and Safety, documentation and flag irregularities and recommended solutions to the CD.
- Identify risks and advise the CD on solutions.
- Assess the use of HR systems.

#### **ADMINISTRATION**

- Verify the quality of admin support, identify irregularities and gaps, and recommend solutions.
- Assess documentation and filing systems.
- Tests compliance to legality (taxes, labor law, immigration, etc...)
- Spot checks administration activities such as travel visas, office and residence rents, etc.

#### **IT AND SYSTEMS**

- Verify respect of IT policies by users
- Identify risks and advise Country Director on solutions
- Spot checks IT activities such as access to the server, etc.

#### **PARTNERSHIP AND STAKEHOLDERS' MANAGEMENT**

- Test partner's reports and provide advice to Programme Managers.
- Collaboration on training partners in donor rules, finances and logistic policies.



- Conduct regular monitoring visits to Implementing Partner organizations to assess the adequacy of internal controls, verify the availability of proper records for all financial transactions, and advise Partner and Oxfam management on recommended actions.
- Ensure Partner's Capacity and Risk Assessment (PCRA) is conducted as per plans and take the appropriate recommendations and corrective action to mitigate the risks.
- Audit partners' financial reports and achievements, identify suspicious activity that could be fraud or corruption and establish efficient data management and corporate memory system in place.

## **2. Internal audit, technical analysis, and investigations- to guarantee a proper adherence to Oxfam and government policies, procedures, and systems.**

- In collaboration with EA Node Compliance Coordinator, participate in control self-assessment exercise across all departments to assess the efficacy and gaps of the control and follow up on action plans.
- Verify and prepare audit closure status and progress report for the management and CMT review, collect and arrange audit closure exhibits and submit the reviewed audit closure status/progress reports.
- Post audit: Consolidate recommendations made in internal and external audits and evaluations and follow up with relevant stakeholders.
- Monitor implementation of action/corrective action plans relative to both internal and external audits/
- Monitor implementation of action/corrective action plans relative to both internal and external audits.
- Support on addressing recommendations from investigations reports related to compliance and fraud risks.
- Coordinating & ensuring the implementation of the Annual Statutory Audit and reporting on a timely basis.
- Strong commitment to Oxfam's purpose, a broad understanding of the work culture in the "humanitarian and development" sector and its impact on key areas of responsibility, and a commitment to humanitarian principles and action.
- Effective verbal and written communication skills, including high-level interpersonal and influence skills; fluency in written and spoken English.
- Proven analytical skills and the use of these to problem solve and make firm decisions and systematic approach with good attention to detail, with a strong commitment to achieving results.
- Experience in training to improve operations' implementation and persistence to achieve change in a challenging environment and stressful situations.
- Ability to undertake regular travel around the country (50%) within short notice.
- Ability to work independently with less supervision from the line manager.
- High degree of integrity and honesty.
- Understanding of gender and diversity considerations within key areas of responsibility and commitment to addressing inequalities in the workplace and the programme.



### **3. Mapping Risk, Conduct Threat & Vulnerability assessment, Prepare Action Plan, and Document How Risk Assessments are Conducted (10%).**

- In coordination with the country management team and program managers, maintain the Risk Register to identify key risks and document strategies to mitigate these risks.
- Lead the update process for Country Quarterly Management Reports and ensure communication of action plans.
- Identify and rate the risk of threat (High, Medium, Low) for Oxfam in collaboration with the country management team and program managers.
- Risk assessment, which involves analysing risks as well as identifying, describing, and estimating the risks affecting the Oxfam.
- Work closely with the Oxfam SMT to support operational, financial risk, and process decisions; ensure ongoing operational & Financial risk-taking activities remain consistent with Oxfam program parameters and all policies and procedures.

### **4. Training: - Train employees on compliance guidelines, requirements, and standards, ensure staff are trained on GDPR, Aid diversion & Anti- Fraud regulations**

- Support to deliver Oxfam's training packages to counter fraud and corruption risk mapping across the country & Partner with Regional Counter Fraud Manager
- In collaboration with the Africa Node Compliance coordinator and other members of the NODE, support coordinating capacity-building training and deliver capacity-building training covering Finance, HR & Logistic, Governance, and Taxation compliances to Partners' finance and non-finance personnel as a part of the Partner capacity development process,
- Support partners in the sustainable institutional development process, to establish sound financial management systems and procedures and effective internal control systems,
- Support Fraud awareness messaging in the South Sudan Country Program
- Provide support in arranging training courses in financial skills for non-accounting staff to Oxfam/partners team.
- Provides support and guidance to partnership compliance team specifically in monitoring, statutory compliance, and other practical/technical input to partners' audit.
- Keep up to date on developments in the areas of general accounting, auditing, non-profit issues, the Government of South Sudan, and other regulations.

### **Required Technical Skills, Experience & Knowledge** **TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE**

#### **Essential**



- Bachelor (BA) or Degree from a recognized university/college in Finance, Business Management, or other areas that bring an added value to the related job.
- Relevant experience of 7-10 years for BA / Degree holders (ie. Audits, donors' contracts management, systems management), preferably in an international NGO, out of which 2 years should be supervisory/managerial experience.
- Good understanding of information systems and information technology with a sound knowledge of their development and capabilities
- Good knowledge of major donor requirements such as FCDO, BHA, ECHO, EU, WFP, SSHF; GAC and UNICEF
- Strong knowledge of office management and ways of working
- Strong commitment to Oxfam's purpose, a broad understanding of the work culture in the "development" sector and its impact on key areas of responsibility, and a commitment to humanitarian principles and action
- Effective verbal and written communication skills, including high-level interpersonal and influence skills; fluency in written and spoken English
- Proven analytical skills and the use of these to problem solve and make firm decisions and systematic approach with good attention to detail, with a strong commitment to achieving results.
- Experience in training to improve operations' implementation and persistence to achieve change in a challenging environment and stressful situations.
- Ability to undertake regular travel around the country (50%) within short notice.
- Ability to work independently with less supervision from the line manager.
- High degree of integrity and honesty
- Understanding of gender and diversity considerations within key areas of responsibility and commitment to addressing inequalities in the workplace and the programme

#### **Desirable**

- Knowledge and experience on Oxfam systems
- Managing donor audits and responses to audit reports.

***NB: Female candidates are strongly encouraged to apply.***

***Only short- listed candidate will be contacted.***

***Deadline for submission of applications is 15 September 2023. Interested Applicants should send soft copies of their CVs and Cover letters responding to the **Required Technical Skills, Experience & Knowledge** to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk). And to our Oxfam Link on <https://ea1.earcu.com/oxfam/admin/login>***

***Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.***



*Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.*

**Note:** *All offers of employment will be subject to satisfactory references and appropriate security screening checks, which can include criminal records and terrorism finance checks.*