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Approved by Senior Inspector,
MOL/REG/151
18/01/23



VACANCY ANNOUNCEMENT FOR COMPLIANCE AND INTERNAL AUDITOR

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of **Compliance & Internal Auditor** based in Juba Central Equatoria State.

Job Purpose:

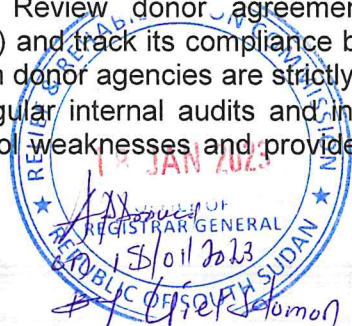
Reporting to the Country Director and supervision from the Regional Internal Auditor and HQ Internal Auditor, the main function of this position is to promote a culture of awareness and respect of Concern internal processes and policies, as well as familiarity with specific donor rules and regulations. To ensure an understanding of the necessity of compliance with those rules/regulations, processes and policies throughout Concern including its implementing partners and the implications of non-compliance.

The Compliance & Internal Auditor is responsible for overseeing the internal audit function at Concern South Sudan to ensure effective management of organizational risks. S/he will oversee the planning and implementation of regular internal audits including internal control assessments and fraud investigations at Concern and partner level. S/He is to ensure that proper financial and system controls are in place and are being complied with in line with Concern Worldwide and donor procedures.

Main Duties & Responsibilities:

Internal Audit and Risk Management

- Formulate the policies and procedures for "Financial Audits", "Operational Audits" and "Investigative Audits". The exercise will also involve preparation of a comprehensive Internal Audit Manual
- Carry out risk-based audit of internal control processes at Concern Worldwide country office and field offices including income, non-grant expenditure, internal functions, funds disbursement and risk assessment processes to ensure all Concern policies and procedures are being correctly adhered to and implemented. Ensure that internal control procedures are being complied with and identify control weakness and potential risks; recommend appropriate measures to mitigate the weaknesses/risks.
- Perform procedures to identify/track the incidence of fraud and error; that is carry out necessary checking to ensure transactions are genuine/fair and to prevent abuse/misuse of Concern's resources.
- Carry out assessment of programme procedures to identify if any internal control weakness arise from the implemented system and make recommendations to make the systems more robust. This involves regular visits to all Concern projects.
- Review compliance with terms and conditions stated in the Concern/donor/partnership agreements. Review donor agreements and highlight the highest risk areas (donor requirements) and track its compliance by partners and Concern. Ensure that the agreements executed with donor agencies are strictly implemented.
- Carry out regular internal audits and internal control assessments of partner organizations, identify control weaknesses and provide recommendations to address the gaps with regular





follow ups. Review the partners external audit reports and follow up any issue raised in the audit reports.

- Work closely with departments/partners being audited –and relevant managers to ensure that audit issues/findings are properly understood and improvement commitments are made, and, that their implementation is monitored.
- Develop annual internal audit plan in consultation with relevant department heads. Provide quarterly updates to SMT on progress/findings/recommendations from annual audit work.
- Develop Annual Risk Matrix and update the Issue Tracker on regular basis in consultation with CD/SMT

Other

- Maintain good communications within the team and ensure that all necessary information is shared and understood.
- Assist in knowledge management process by providing accurate, sound and timely professional advice to in country management.
- Prepare quarterly reports for the Regional Internal Auditor.
- Other duties as requested by the Country Director
- If required, carry out Internal Audit of other countries as agreed by CD

Emergency Response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Person specifications: Person specification:

Essential:

- CA/ACMA/CPA part qualified/qualified or equivalent
- At least 10 year’s post qualification experience working at a senior level or in an audit function preferably with an I/NGO
- Experience of donor regulations especially Irish Aid, EU, ECHO, USAID/OFDA, or UN agencies
- Experience in conducting investigation in financial/fraud issues
- Honesty, Integrity and strong attention to detail
- Ability to work independently on own initiative
- Willingness to travel to field sites on regular basis
- Excellent IT skills
- Excellent communication skills to interact with colleagues and partners
- Good written/verbal command over English language

Desirable:

- Knowledge of development and humanitarian issues

Experience of Microsoft Great Plains software.

Key competencies:

Essential:

- Skills in time management and prioritizing
- Ability and willingness to work as part of a multi-cultural team

Personal attributes

- Open thinking with breadth of vision and ability to challenge the status quo.
- Problem solver and ready to develop and train others
- Highly motivated, energetic and enthusiastic





Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking.**

How to apply:

1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and a copy of their Nationality ID and copies of Educational Certificates to HR Department at Juba Office or email to vacancies.juba@concern.net not later than **6th February 2023, (advert is open from 18th January 2023 to 6th February 2023).**
2. The position is strictly open to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. Please complete the summary profile form when submitting your application.

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.

