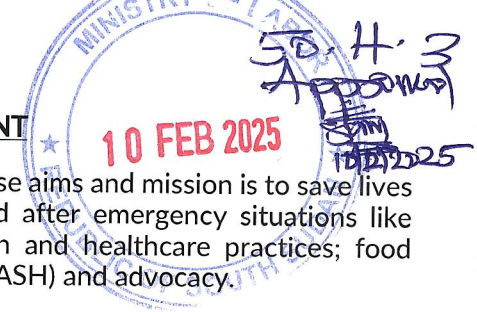


VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Risk & Compliance Manager 01** position to be based in Juba

Position open date: **February 10, 2025**

Closing date: February 27, 2025

Expected Start date: **April 2025**

Contract Duration: **8 Months with possibility of extension**

Location: **Juba**



Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

I. SUMMARY OF POSITION

The Risk & Compliance Manager will support the Mission to deliver on the compliance and audit functions of Action Against Hunger USA, ensuring that South Sudan Country programs, including its sub-grantees/partners, are fully compliant with ACF's and its donors' rules and regulations. This will be achieved through the systematic examination and evaluation of the adequacy, reliability and effectiveness of internal policies and procedures, and the extent to which established internal controls are complied with. Where weaknesses in controls or application of controls, are identified, the Risk & Compliance Manager will recommend action to remedy the situation.

PURPOSE

Whereas country staff are charged with implementing control policies and processes that are under the authority of the central owners of these controls i.e. Finance, Logistics, HR, Operations, Grants and IT, the role of this position will also be to coordinate the implementation of these controls within the country in a risk-based, comprehensive and coordinated manner, not to exercise superseding authority over the interpretation and enforcement of these policies and procedures.

ENGAGEMENT

The Risk & Compliance Manager will hold an interactive relationship with the Country Director, Technical Heads of Départements, Field Coordinators, Regional Internal Auditor, HEARO, HQ and Donors as appropriate. These engagements are important to facilitate technical support, support supervision, exchange of information, collaboration, planning, risks analysis and efficient flow of communication within the organization and with external parties. With support from Finance Director, serve as the focal point for both internal and external audits.

DELIVERY

The Risk & Compliance Manager will objectively oversee review of business processes, evaluation of the efficacy of risk management procedures currently in place, protect against fraud and theft of the organization's assets and make recommendations on how to improve internal controls and governance processes.

II. ESSENTIAL JOB FUNCTIONS

1. Internal Controls, Risk Management and compliance:

- Creating awareness on risk management to facilitate embedding of a risk-conscious culture across the Company.
- Conduct internal controls and audits within the mission in accordance with the audit strategy of the organization in general and the mission in particular.
- Identify, analyze and assess the risk areas to which the Mission is exposed and make recommendations to Management for their prevention and mitigation
- Scanning environmental risks and identifying new threats and opportunities that may impact on the business.
- Monitor the mission's adherence to ACF procedures and policies in relation to Logistics, ICT, Finance, HR and Programs as set out in relevant ACF manuals, procedures and guidelines.
- To be aware of ACF and donor fraud and anti-corruption policies and lead effective communication of these policies to staff, partners and sub-grantees.
- Prepare, based on risk assessment, and agree with SMT, Finance Director and CD an Internal Audit plan.
- Lead on the implementation of internal audits at both Capital and base offices based on the agreed Internal Audit plan, with particular emphasis on, transaction testing, cash management, program trainings, asset management, inventory management and general donor compliance.
- Organize brainstorming workshops with Program and Strategic Support teams to identify potential risks and define preventive measures as a team.
- In close collaboration with Program Director, Finance Director, CD and relevant technical staff, organize mission kick-off and closing meetings to make specific observations on the areas reviewed and issue relevant recommendations including corrective, detective and preventive actions to minimize potential risks.

2. Archiving, Management and coordination of audits:

- Ensure management and archiving of contracts for all departments, carry out monthly preventive checks on the mission's archiving to verify the existence, compliance and quality of archived documents.
- Identify potential audit assignments, promote audit activities by participating in external audits requested by Action against Hunger or by donors.
- Ascertain completeness of audit sample support documents and check validity of corresponding accounting data with the intermediary and final reports.
- Regularly share with management issues related to internal and external audits and compliance.
- Monitor and, if necessary, participate in external audits requested by Action against Hunger or by one of its donors.
- Contribute to the analysis and comments on the results of the external audits submitted to Action against Hunger, in collaboration with Finance Director and CD.
- Monitor and document the implementation of the recommendations issued by auditors, in close collaboration with Finance Director and CD

3. Training and Continuous Learning:

- Train and inform mission staff, including project and administrative managers, about the risks, procedures, laws and regulations that apply to the organization.
- Develop the necessary tools for these trainings
- Meet regularly with members of Action against Hunger International and donors to learn about their requirements and share them with staff
- Train NGOs (partners) that receive funds from Action against Hunger on internal and donor procedures.

4. Management of fraud and serious breaches

- Identify fraud risks in the mission's risk analysis.
- Implement preventive measures against these risks.



- Ensure the systematic documentation of cases of fraud and serious breaches throughout the mission.
- Investigate reported or suspected cases of fraud in collaboration with the investigation team set up by the Country Director.
- Update fraud register and share with Finance Director and Country Director.

5. Management of fraud and serious breaches

- Keep and maintain an updated donor receivable tracking and reconciliation tool capturing all invoices, receipts and pending transfers.
- Responsible for Generating, submission and Tracking of all WFP invoices payments for costs and other related invoices and documents on Monthly basis.
- Maintain collaborative contact with WFP to establish status of invoices submitted and pending transfers.
- Carry out monthly reconciliation to identify all outstanding receivables and underlying issues to facilitate prompt follow up.

III. SUPERVISORY RESPONSIBILITIES

There is no staff reporting directly to this position.

IV. FISCAL RESPONSIBILITY

Budgeting of gender related activities/ interventions/Safeguarding activities including trainings, translations, printing, field visit and community meetings and ensure implementation of these activities within budget, scope and time.

V. PHYSICAL DEMANDS

- To travel to the field, the employee must attest to a level of physical fitness capable of enduring physically difficult, highly stressful situations, which may include the necessity to walk long distances, to eat a limited diet and/or to reside in potentially uncomfortable housing or tents.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VI. WORKING CONDITIONS, TRAVEL AND ENVIRONMENT

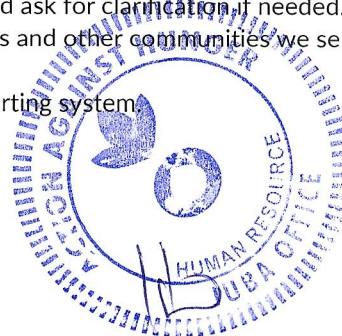
- The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.
- Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as infectious diseases.

VII. GENDER EQUALITY COMMITMENTS & ZERO TOLERANCE TO ABUSE

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance
- Respect beneficiaries' women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age or marital status,
- Value and respect all cultures.
- Promote and uphold the Safeguarding/PSEA policy and procedures.

VIII. COMMITMENT TO SAFEGUARDING

- Responsible to fully understand and adhere to Action Against Hunger's safeguarding policy, PSEA and child safeguarding policies as well as its Code of Conduct and Charter of Principles.
- Respect all policies during professional as well as private time and ask for clarification if needed.
- Accomplish tasks in a way not to harm children, vulnerable adults and other communities we serve, or expose them to risk of abuse and exploitation.
- Report all safeguarding concern according to the applicable reporting system.



- Create and maintain an environment free of abuse and exploitation.

IX. GENDER EQUALITY COMMITMENTS

- Foster environment supporting values of both women and men equal access to information, promotion based on performance objectives and respect for beneficiaries regardless of gender, sex, disability, religion or cultures.
- Promote and uphold the PSEA Policy and Procedures.

X. REPORTING RESPONSIBILITIES

- Preparation, follow up and review of Implementation of audit recommendations
- Training on procedures, good practices, regular preventive compliance visits to the field and reports with recommendations

XI. REQUIRED QUALIFICATIONS

- Masters in Finance; Professional qualification such as CPA is an added advantage.
- Minimum 5 years' work experience in Audit and control with similar setting and responsibility.
- Experience in program or project design
- Knowledge of main donor requirements in terms of gender integration including GAC, USAID, SIDA, ECHO, among others.

XII. REQUIRED SKILLS & EXPERIENCE

- Ability to gather data, compile information, and prepare reports
- Knowledge of risk management concepts and principles.
- Understanding of Quality Management Systems
- Ability to persuade and influence others.
- Ability to work under minimal supervision
- Good written and oral communication skills ☑ Results driven
- Fluency in English, strong computer skills particularly in Excel, literacy and numeracy
- Committed to ACF values

XIII. COMMITMENT ANTI-DISCRIMINATION AND PSEA

- ❖ We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Risk & Compliance Manager:** as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **February 27, 2025 at 5:00pm.** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

Apply"

