

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

COMPLIANCE MANAGER

OUR VALUES AND COMMITMENT TO SAFEGUARDING

Oxfam is committed to preventing any type of unwanted behaviour 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.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organization.

ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](#).

OUR WORK IN SOUTH SUDAN

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2021 the organisation consolidated its efforts to meet the needs of the most vulnerable, reduced the number of field bases and has reached over one and half million (1.5m) people across South Sudan with life-saving sustainable assistance.



JOB DETAILS

DIVISION:	Operations
LOCATION:	Juba; South Sudan (60% Roving – Field Bases)
CONTRACT TYPE:	Fixed Term for the period of 2 years with possibilities for extension
GRADE:	C1 Global
SALARY: ___	As per the Oxfam benefit Package
Working Hours	

Country Context

Our work in South Sudan

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. Oxfam has been working to address the underlying causes of poverty and marginalization by focusing on developing sustainable livelihoods, resilience, and humanitarian programming, providing water and sanitation, agriculture, youth, women and urban programming, accountable governance, peace building and programming in gender, economic and climate justice.

The Oxfam Humanitarian and Development programme currently operates through 6 field bases in the former Jonglei State (3 bases), Lakes State (1), the Central Equatoria State (1), and a roving Emergency Response Team in Upper Nile State responding to Sudan crisis.

Gender justice, safeguarding and safe programming are mainstream in all the work we do. Some standalone gender justice projects are being developed. Oxfam works in partnerships (10 local partners) where possible and aims to increase the number of women's rights organizations partnered to 50% by end 2026. Oxfam believes in mutual accountability to us, our partners, donors, and the people we work with

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.

Dimensions

- Required to develop long-term vision and strategic compliance planning to achieve significant impact on our control systems
- Provides leadership with strategic insights and mitigation for preventing violations of legal rules and internal policies guidelines
- Contextualize process where needed and implement adaptive controls systems.
- Build staff capacities in terms of understanding Oxfam procedures – this will be done by working collaboratively with the Africa Node team and mainly with Node Compliance Coordinator-
- Manages a broad spectrum of spot-checks risk analysis and implementation of compliance systems across geographies with Oxfam operations in South Sudan.

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 ID financial procedures and flag issues and irregularities if appears.
- 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 BSM 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 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/
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- Support on addressing recommendations from investigations reports related to compliance and fraud risks
- Coordinating & ensuring the implementation of the Annual Statuary Audit and reporting on a timely basis.

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 analyzing 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.

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.

Key Behavioural Competencies **delete as appropriate***
(based on Oxfam’s Leadership Model)**

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs.
Influencing	We can engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities, we have the ability to create them in a respectful and impactful manner.
Humility	We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of everyone. We are

	not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We can engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Self-Awareness	We can develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.

Name Of Employee.....

Signature.....Date.....

Name of Line Manager.....

Signature.....Date.....