

## Vacancy announcement

<b>Position</b>	<b>Project Development Volunteer</b>	<b>Starting date</b>	January 2023
<b>Location</b>	Khartoum, Sudan	<b>Type of contract</b>	Volunteering
<b>Contract duration</b>	6 months	<b>Security Risk Level</b>	Sensitive (2/4)

### About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,800 national staff 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

In response to the emergency situation in Sudan, ACTED recruits.

### Key roles and responsibilities

Under the authority of the Country Risk and Compliance Manager / Officer (if any) the Transparency and Compliance Volunteer facilitates the implementation of ACTED's compliance process in the relevant country. She/He should comply and ensure compliance to the audit code of conduct.

#### 1. Facilitate the implementation of the ACTED standard guidelines and FLATS System in the country

- a) Follow-up of the Compliance process at base level by ensuring the monthly flow of documentation from the Area to the Capital office;
- b) Participate in IP due diligence for all IP prior to their engagement;
- c) Follow-up of the compliance process at implementing partner level by ensuring the monthly flow of documentation from the implementing partner to the Capital office;
- d) Support the National FLAT officer/participate in compiling and filing all project related financial, logistics, administrative, HR, and programme information in the designated project Compliance folder.
- e) Support the FLAT officer in identifying the compliance issues by filling the compliance checklists (FLA 01 and FLA 02)
- f) Link with the other departments and share the compliance issues identified and the action plan to mitigate the risk
- g) Contribute to the follow-up of the action plan
- h) Contribute to the monthly update of the FLAT Folder follow up (FLA-03)
- i) Contribute to the Monthly Compliance Report and the Audit TITANIC.
- j) Perform Market surveys (FLA-05) upon the request of the Country Director or Regional Auditor.

#### 2. Facilitate the external audit preparation and the due diligences

- a) Contribute to the preparation of external audits and due diligences in close collaboration with the HQ Audit Department;
- b) Issue draft of the External Audit preparation (AUD-01) and ensure the update of Project, FLAT & External Audit Follow-up (AUD-00);
- c) In close relation with the Country Director and the Country Finance Manager, facilitate the audit (kick off and close out meetings of each external audit);
- d) Draft ACTED Management responses to the audit report, to be reviewed by the Country Risk and Compliance Manager / Officer (in any) or the Country Director first and then by the HQ Audit Department. Follow-up the reception of the signed audit report;
- e) Contribute to the update of the External Audit Recommendations follow up (AUD-02) and to the implementation of the recommendations from external audits.

#### 3. Contribute to the implementation of the approved national internal audit plan a) Facilitate the drafting of the Terms of reference

- a) Participate to internal audit missions and conduct checks based on the internal audit checklists
- b) Provide a drafted audit report and action plan
- c) Facilitate the recommendation follow-up

#### 4. Training sessions / lessons learn / best practices

##### 4.1. Capacity building and Training

- a) During the audit mission, when a gap in know-how or a need for clarifications are identified, provide practical training on specific areas of ACTED procedures.

##### 4.2. Lessons learn

- a) Contribute to proactive dissemination and use of knowledge gained through audit activities (internal and external audits) among international and national staff;
- b) Organize and facilitate learning events in order to capture best practices and lessons learnt when an external/internal audit is done or as required;
- c) Document and share the lessons learnt and best practices on time and ensure that the knowledge gained contributes to the improvement of ATED's compliance.

#### 4.3. Team work

- a) Participate in positive working environment and good team dynamics among Audit staff in the country;
- b) Ensure that the Audit teams in the country retain all that is distinctive about ACTED including the organizations values and beliefs, global identity, coherence and consistency, and independence and impartiality.

#### **5. Other**

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members;
- b) Perform any other related activities as assigned by immediate supervisor.

#### **Required qualifications and technical competencies**

- Postgraduate diploma in Audit, Finance, International Relations, Law or in relation with the position;
- Ability to summarize, writing, communication and reporting skills;
- Analytical skills and ability to propose solutions to problems encountered;
- Demonstrate flexibility, dynamism and autonomy;
- Interest in international relief and development programmes;
- Knowledge of internal control and audit related issues;
- Excellent communication and writing skills in English.

#### **Conditions**

Field Volunteer benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, guesthouse, food, and travel costs, with a luggage allowance of 50 kg
- Provision of medical, repatriation, and life insurance.
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Psychological assistance
- 2.08 paid leaves per month + extra days (varying amount depending on the mission)

#### **How to Apply**

Please send your application including cover letter, CV to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: T&CV/SUD**