

## Vacancy announcement

<b>Position</b>	<b>Transparency and Compliance Volunteer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Amman, Jordan	<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 4,300 national staff 300 international staff, ACTED is active in 35 countries and implements more than 450 projects a year reaching over 11 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

In 2019, 12 million people in Syria were in need of humanitarian assistance, including internally displaced people, host community members and returnees. Among these, 6.2 million are in acute need of water, hygiene and sanitation assistance, 4.7 million people in need of shelter support and 6.5 million face food insecurity. Active armed conflict displaced 1.6 million people in 2019 alone, including in the northwest of Syria (1 million IDPs concentrated in Idleb) and in the northeast (170 000 IDPs). Overall in 2019, Syria hosted 6.2 million IDPs, 850,000 of whom were settled in last resort sites (i.e. formal and informal camps) and therefore entirely reliant on humanitarian assistance.

In 2019, ACTED continued to deliver multisectoral emergency assistance to conflict affected communities, while supporting their efforts to create opportunities and solutions for recovery. ACTED provided large-scale responses to approximately 3 million people through water, hygiene and sanitation, shelter and non-food items, food security and livelihoods, and camp coordination and camp management (CCCM) interventions.

In-camp, ACTED ensured access to water, sanitation and hygiene for over 364,000 people, and established itself as a key CCCM stakeholder. Out of camp, ACTED supported newly displaced households with emergency food and key non-food items to meet their basic needs.

ACTED also contributed to economic recovery, by supporting livelihoods and providing assistance alongside the agricultural value chain in targeted communities. Through civil society and technical governance mechanisms, ACTED further supported the long-term restoration of services to enhance the resilience of conflict-affected communities.

### Key roles and responsibilities

Under the supervision of the Country Transparency and Compliance Manager / Officer (if any) or Country Director:

#### 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 Finance/ Audit or International Relations
- Previous related work experience, preferably in the humanitarian field - knowledge of finance and logistics
- Excellent English writing and communication skills
- Ability to work efficiently under pressure

**Conditions**

- Field Intern benefits include:
- 300 USD per month living allowance
  - Coverage of all accommodation, guesthouse, food, and travel costs, a luggage allowance of 50 kg
  - The provision of medical, repatriation, and life insurance

**How to Apply**

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