

## Vacancy announcement

<b>Position</b>	<b>Transparency &amp; Compliance Officer</b>	<b>Starting date</b>	March 2023
<b>Location</b>	Kabul, Afghanistan	<b>Type of contract</b>	Fixed Term
<b>Contract duration</b>	6 months	<b>Security Risk Level</b>	Very Risky (4/4)

### 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 5,900 national staff 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

In Afghanistan, ACTED's strategy combines emergency aid and development programming aiming at providing holistic assistance and at addressing the various challenges faced by the country, with the overall goal of alleviating poverty and building resilience. For 23 years, ACTED has remained committed to supporting Afghans through diverse programming such as good governance, building the capacity of civil society, rural development, and emergency humanitarian response. ACTED continues to strengthen stock piling, contingency planning and preparedness, in order to provide timely assistance for those affected by natural or man-made disasters. Providing emergency and recovery assistance for communities hit by conflict and natural disasters. Natural disasters affect approximately 250,000 Afghans each year. In addition, the past years have seen an influx in military operations and offensives lead by armed opposition groups, resulting in the displacement of 197,000 individuals in 2015. ACTED responds to emergency needs by providing conflict and natural disasters-affected populations with emergency assistance in the forms of food and non-food items, vouchers or cash distribution. ACTED's interventions also aimed at supporting recovery, through participatory approaches to building back shelters and water infrastructure damaged by natural disasters, as well as disaster risk reduction through training. Supporting the development of economic, education and livelihood opportunities for marginalised populations To support marginalized groups such as farmers, youth, and women, ACTED works with cooperatives and farmers to enhance governance, production, access to agricultural inputs and training in order to support the development of sustainable livelihood opportunities in rural areas. Vocational training, literacy classes, and support to small business development are also provided to hundreds of women and youth, and Self Help Groups every year, providing over women with safe and supportive space to develop business activities. ACTED is supporting education through the construction of Youth Development Centres, and formal and informal education opportunities to approximately 14,000 girls. Investing in governance and local civil society to improve service delivery and inclusive development. ACTED vision for development is of an inclusive, vibrant civil society, and accountable government. Focus in Afghanistan is placed on empowering youth and women, through providing training on human rights, promoting volunteerism, facilitating sports and cultural events and the creation of grass-root organisations such as youth councils, aligned with government strategies and development plans. ACTED is a major facilitating partner of the National Solidarity Program, the flagship program of Afghanistan, that supports governance at the village level, and has established and empowered close to 3,000 Community Development Councils across the country. ACTED also works closely with local civil society organisations, building their capacity and developing joint projects to reach vulnerable communities. In 2019, ACTED Afghanistan developed further its programming to respond to both emergency and development needs across the country. In particular, across the north and east of Afghanistan, ACTED continued to build on its access and presence at the closest of communities, built over decades, to implement a wide range of programmes to address the acute emergency needs of vulnerable conflict and disaster-affected and displaced households: food security, livelihoods, shelter and non-food items, water and sanitation infrastructure, hygiene promotion, education, and multi-purpose cash assistance have been provided to over 4.5 million beneficiaries. ACTED also continued to support communities with longer-term recovery and development efforts, through strengthening local governance, the construction of local infrastructure, vocational training, and agricultural, livelihoods and market support, including through its flagship AGORA programme.

### Key roles and responsibilities

The Junior Country Transparency and Compliance Officer contributes to (i) controlling, on a risk-based audit approach, the implementation of ACTED's processes in compliance with ACTED's guidelines, specific donor guidelines, best practices and national regulations in the relevant country; (ii) developing & actively contributing to action plans agreed with country coordination in order to mitigate the identified risks, and to cope with priorities, budget constraints and organizational context.

#### 1. Internal Audit function



**1.1. Participate to the implementation of the approved national internal audit plan: conduct internal audit missions through a risk management approach**

- a) Audit Plan: participate to the implementation and the update of the country audit plan (including IP Due diligences);
- b) Conduct country Internal audit missions: conduct country/area audit missions according to the Country Audit Plan and the ACTED internal audit methodology;
- c) Review the country/area internal audit missions conducted by the area / country audit and compliance team before Coordination approval;
- d) Conduct Implementing Partners due diligences, participate to the mitigation plan follow-up;
- e) Suggest measures for mitigating such risks to the Country Risk and Compliance Manager, discuss the main findings and recommendations during the mission; draft an action plan (AUD-04B) to be discussed during the debriefing session;
- f) Audit report: send the audit reports (AUD-04A) to the to the Country Risk and Compliance Manager for review before regional and/or HQ approval;
- g) Ensure the recommendation follow-up and actively participate in their implementation.

**1.2. Implementation of the ACTED standard guidelines and FLAT System at the capital, area and partner's levels: contribute to:**

- a) Control **the monthly flow of documentation from the Areas and Partners to the Capital office; Review documentation compliance level on a random basis;**
- b) Supervise the National Compliance Officer in compiling, filing and checking all project related financial, logistics, administrative, HR, and programme information (including documentation from the areas and the partners) in the designated project Compliance FLATS folder on a monthly basis (FLA 01 and FLA 03);
- c) Support the Compliance Team in identifying the compliance issues by filling the compliance checklists (FLA 02);
- d) The follow-up of the action plan (AUD 04B);
- e) Draft the Monthly Compliance Report (FLA 04) and the Audit TITANIC and obtain the Country Risk and Compliance Manager review and approval and send it to HQ.

**1.3. When required, contribute to controlling the compliance with country rules and regulations. Upon request of your Coordination and in link with the Country Finance Manager:**

- a) Support, in litigation cases (staff, suppliers, etc.) follow-up;
- b) Support National and local legislation follow-up (tax exemption, social security, labour law etc.);
- c) Tax/VAT exemption follow-up: control the ACTED compliance with tax laws and that tax/VAT exemptions are requested in a timely manner.

**1.4. Provide support to mitigate the high risks identified**

- a) Provide technical support to the Finance, Logistics, Admin, Audit and Programme departments and participate to the action plan implementation to mitigate the risks identified in 1.1, 1.2 and 1.3 upon request of the Country Risk and Compliance Manager, the Country Director and / or the HQ Audit, Legal and Transparency Director.

**2. External audit : contribute to the external audit and the due diligences preparation and follow up**

- a) Participate to the preparation of external audits and due diligences in close collaboration with the HQ Audit Department, the Country Finance Manager and the Country Director;
- b) Draft of the External Audit preparation (AUD-01) and update the Project, FLAT & External Audit Follow-up (AUD-00);
- c) Contribute to train the implementing partners / country/area staff to the external audit preparation;
- d) Contribute, in line with the Country Finance Manager in managing external audit preparation related to Implementing Partners expenses.
- e) Contribute, in close relation with the Country Director and the Country Finance Manager, to facilitate and coordinate the audit, organize the kick off and close out meetings of each external audit;
- f) Contribute to draft ACTED Management responses to the audit report, to be reviewed by the Country Risk and Compliance Manager and approved by Country Finance Manager and the Country Director first and then by the HQ Audit Department. Follow-up the reception of the signed audit report;
- g) Contribute to ensure (i) the update of the External Audit Recommendations follow up (AUD-02) and (ii) the implementation of the recommendations from external audits;
- h) When relevant to a project or mission registration, provide technical support to select external audit companies.

**3. Training sessions / lessons learn / best practices**

**3.1. Capacity building and Training**



- a) Provide practical training on specific areas of ACTED procedures;
- b) Mentor Compliance staff in the country.

**3.2. 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) In the absence of Country Risk and Compliance Manager, participate in kick-off /closure meetings to share lesson learnt from previous audit and highlight donor guidelines.

**3.3. Process improvement**

- a) Reinforce current procedures and the quality of ACTED internal control, based on international best practices, donors' requirements and results of internal & external audits;
- b) Upon request from the Country Risk and Compliance Manager or Audit Director, participate to the drafting of specific policies.

**4. Transparency**

- a) Participate in minimizing risk of fraud and corruption by ensuring adherence to ACTED FLATS procedures, ACTED Code of Conduct and ACTED Anti-Fraud Policy;
- b) Upon request of the Country Risk and Compliance Manager, the Country Director and/or the Audit Director, participate in Fraud cases investigations;
- c) Upon request of the Country Risk and Compliance Manager if any or the Country Director, update the Fraud Register (FRA-04)
- d) Actively promote ACTED's anti-fraud and whistle blowing policy within all ACTED offices in country.

**5. Internal Coordination**

- a) Ensure training and capacity building for the Compliance team members in order to increase the level of technical ability and skills within the department
- b) Manage a Risk and Compliance Intern (if any) following up the work plans and day-to-day activities;
- c) Mentor the Risk and Compliance Intern and National Compliance Officer with the aim of strengthening their technical capacity

**6. Other**

- a) Provide regular and timely updates on progress and challenges to coordination and other team members;
- b) Warn the Country Director and HQ in case some major problems arise with a potential financial or reputational impact on the mission.
- c) Perform any other related activities as assigned by immediate supervisor.

**Required qualifications and technical competencies**

- Postgraduate diploma in Finance/ Audit or International
- Relations 1-2 years previous work experience in a relevant position
- Experience in Finance, Logistics, Administration
- Proven capabilities in leadership and management are better
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Ability to work well and under pressure

**Conditions**

- Salary between 1900 and 2100€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 2 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

**How to Apply**

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: T&CO/AFG**