

## Vacancy announcement

<b>Position</b>	<b>Transparency and Compliance Volunteer</b>	<b>Starting date</b>	August 2023
<b>Location</b>	Amman, Jordan	<b>Type of contract</b>	Volunteering
<b>Contract duration</b>	6 months	<b>Security Risk Level</b>	Calm (1/4)

### About ACTED

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

### Position context and key challenges

ACTED Jordan provides emergency humanitarian assistance as well as longer term development programs reaching over 150,000 direct beneficiaries in Jordan in 2016. ACTED's operations are spread across Amman as the Country Office, and three area offices: From its office in Marfaq, ACTED provides support to vulnerable Jordanians and Syrian refugees of Northern Jordan including household rehabilitations, emergency assistance (cash, vouchers and in-kind), as well as water/sanitation infrastructure. ACTED is also working to develop sustainable livelihood programmes. In Za'atari King Abdulla and Cyber City refugee camps, ACTED provides water supply, solid waste management, hygiene promotion, community mobilization, repair and maintenance and has completed the initial phase of the Za'atari water network for over 80,000 refugees. In Azraq (including Azraq refugee camp), ACTED provides water supply, solid waste, desludging and food assistance for approximately 35,000 refugees. ACTED also partners with REACH, who provides information management support to working groups and sectors nationally.

### 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.

S/He should comply and ensure compliance to the audit code of conduct.

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

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

- Follow-up of the Compliance process at base level by ensuring the monthly flow of documentation from the Area to the Capital office;
- Participate in IP due diligence for all IP prior to their engagement;
- 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;
- 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.
- Support the FLAT officer in identifying the compliance issues by filling the compliance checklists (FLA 01 and FLA 02)
- Link with the other departments and share the compliance issues identified and the action plan to mitigate the risk
- Contribute to the follow-up of the action plan
- Contribute to the monthly update of the FLAT Folder follow up (FLA-03)
- Contribute to the Monthly Compliance Report and the Audit TITANIC.
- 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

- Contribute to the preparation of external audits and due diligences in close collaboration with the HQ Audit Department;
- Issue draft of the External Audit preparation (AUD-01) and ensure the update of Project, FLAT & External Audit Follow-up (AUD-00);
- 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);
- 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;
- 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

- Facilitate the drafting of the Terms of reference
- Participate to internal audit missions and conduct checks based on the internal audit checklists
- Provide a drafted audit report and action plan
- Facilitate the recommendation follow-up

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

#### **a. Capacity building and Training**

- 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.

#### **b. Lessons learn**

- Contribute to proactive dissemination and use of knowledge gained through audit activities (internal and external audits) among international and national staff;
- Organize and facilitate learning events in order to capture best practices and lessons learnt when an external/internal audit is done or as required;
- 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.

#### **c. Team work**

- Participate in positive working environment and good team dynamics among Audit staff in the country;
- 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

- Provide regular and timely updates on progress and challenges to supervisors and other team members;
- 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

Status: volunteer

- 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.
- One week pre-departure training in ACTED HQ, including a 4-days in situ security training
- Psychological assistance

### How to Apply

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