

## Vaccancy Announcement

<b>Position</b>	<b>Country Transparency and Compliance Manager</b>	<b>Starting date</b>	Mid-July 2024
<b>Location</b>	Kyiv, Ukraine	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	12 months (renewable)	<b>Security risk level</b>	Risky (3/4)

## 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's context and key challenges

Acted started its operations in Eastern Ukraine in 2015 to provide support to vulnerable people affected by the conflict that began in 2014. In 2022, as refugees are fleeing clashes across Ukraine triggered by military operations, Acted is now extending its activities to deliver critical assistance to displaced persons in the main hosting regions and to support self-help and local organizations groups that have spontaneously formed. As the number of civilian casualties continues to grow and damage to critical infrastructure increases, Acted is scaling-up its humanitarian assistance to help ensure those in transit, internally displaced or remaining in hotspots receive the basic support they need, including cash assistance, water, food and hot meals, blankets, hygiene supplies and access to mobile heating points. Finally, Acted is also taking part in the ongoing efforts to provide humanitarian assistance to refugees in the neighboring countries of Poland, Romania and Moldavia where 3 humanitarian response teams have been deployed.

## Key roles and responsibilities

The Country Transparency and Compliance Manager is a key member of the Management Team at country level. S/He is responsible for Acted audit management in-country under the authority of the Country Director.

S/He is in charge of (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.

S/He provides technical support and capacity building to the country FLATS staff to implement the action plan and address the issues.

S/He also provides technical support for donor external audits and due diligences preparation and follow-up.

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

### 1. Internal Audit management

#### **1.1. Implement the approved national internal audit plan: conduct and supervise internal audit missions through a risk management approach**

- Audit Plan: Draft, implement and update the country audit plan (including IP Due diligences);
- Conduct country Internal audit missions: plan, organize and conduct country/area audit missions according to the Country Audit Plan and the Acted internal audit methodology;
- Review and approve the country/area internal audit missions conducted by the area / country audit and compliance team;

- Contribute in managing Implementing Partners relationship on compliance and audit aspects such as due diligences, mitigation plan follow-up;
- Suggest measures for mitigating such risks to the CD, discuss the main findings and recommendations with the CD during the mission; draft an action plan (AUD-04B) to be discussed with the CD during the debriefing session;
- Audit report: send the audit reports (AUD-04A) after regional and/or HQ approval;
- Ensure the recommendation follow-up and actively participate in their implementation.

### ***1.2. Control the implementation of the Acted standard guidelines and FLAT System at the capital, area and partner's levels***

- Control the monthly flow of documentation from the Areas and Partners to the Capital office; Review documentation compliance level on a random basis ;
- 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);
- Support the Compliance Team in identifying the compliance issues by filling the compliance checklists (FLA 02);
- Link with the other departments, share the compliance issues identified and the action plan to mitigate the risk. Ensure the follow-up of the action plan (AUD 04B).
- Issue and/or review the Monthly Compliance Report (FLA 04) and the Audit TITANIC drafted by the Compliance Officer, obtain the Country Director review and approval and send it to HQ and Regional audit teams.

### ***1.3. Control the compliance with country rules and regulations***

- Support upon request the Country Director and/or the HQ Audit Director in litigation cases (staff, suppliers, etc.) follow-up;
- National and local legislation follow-up: in link with the Country Finance Manager and the Country Director, make sure that the national and local legislation is well followed (tax exemption, social security, labor law etc.);
- Tax/VAT exemption follow-up: in link with the Country Finance Manager and the Country Director, make sure that Acted complies with tax laws and that tax/VAT exemptions are requested in a timely manner.

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

- 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 Director and / or the HQ Audit, Legal and Transparency Director.

## **2. External audit: ensure the external audit and the due diligences preparation and follow up**

- Ensure the preparation of external audits and due diligences in close collaboration with the HQ Audit Department, the Country Finance Manager and the Country Director;
- Review and approve the draft of the External Audit preparation (AUD-01) and ensure the update of Project, FLAT & External Audit Follow-up (AUD-00) by the Compliance Officer;
- Train the implementing partners / country/area staff to the external audit preparation;
- Contribute, in line with the Country Finance Manager in managing external audit preparation related to Implementing Partners expenses.
- In close relation with the Country Director and the Country Finance Manager, facilitate and coordinate the audit, organize the kick off and close out meetings of each external audit;
- Draft Acted Management responses to the audit report, to be approved by the Country Finance Manager and the Country Director first and then by the HQ Audit Department. Follow-up the reception of the signed audit report;
- Ensure the update of the External Audit Recommendations follow up (AUD-02) and ensure implementation of the recommendations from external audits;

- 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**

- Provide practical training on specific areas of Acted procedures;
- Coach, train, and mentor Compliance staff in the country.

#### **3.2. Lessons learn**

- Contribute to proactive dissemination and use of knowledge gained through audit activities (internal and external audits) among international and national staff;
- Participate in kick-off /closure meetings to share lesson learnt from previous audit and highlight donor guidelines.

#### **3.3. Process improvement**

- Reinforce current procedures and the quality of Acted internal control, based on international best practices, donors' requirements and results of internal & external audits;
- Upon request from the Audit Director, participate to the drafting of specific policies.

### **4. Transparency/Compliance Management**

- Minimize risk of fraud and corruption by ensuring adherence to Acted FLATS procedures, Acted Code of Conduct and Acted Anti-Fraud Policy;
- Upon request of the Country Director and/or the Audit Director, coordinate Fraud cases investigations;
- Ensure the Fraud Register (FRA-04) is well maintained and updated;
- Actively promote Acted's anti-fraud and whistle blowing policy within all Acted offices in country.

### **5. Team Leadership**

- Update the organization chart and ToRs of the Compliance team according to the mission development;
- Plan & conduct Audit and Compliance recruitments & appraisals; train & build capacities of the Compliance staff in country; identify staff with potential, and contribute to internal mobility strategy;
- Ensure training and capacity building for the Compliance team members in order to increase the level of technical ability and skills within the department
- Actively participate in country level coordination meetings by reporting on progress, and risks.

### **6. Other**

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

## Required qualifications and technical competencies

- Postgraduate diploma in International Relations, Law, Audit or equivalent
- 3-4 years previous work experience in Audit (external or internal), Administration, Law or Finance if possible in the aid & development sector
- Proven capabilities in leadership and management required
- Excellent skills in written and spoken English
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Previous experience abroad is an asset
- Ability to work well and under pressure

## Conditions

- Salary between 3100 and 3300€ 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 3 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 4-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&CM/UKR**