

## Vacancy announcement

<b>Position</b>	<b>Internal Compliance Intern for the “Whole of Syria” mission</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Jordan, Amman	<b>Type of contract</b>	Internship
<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)

### Country Profile

Number of projects	23
Number of areas	3
Number of national staff	767
Annual budget (EUR)	14,6M
Number of offices	//
Number of international staff	11

### Position context and key challenges

Since 2012, ACTED has been implementing projects with vulnerable communities in Syria with a two-fold approach: ACTED provides life-saving support to vulnerable displaced persons, returnees, and host communities across Syria, through multi-sectorial rapid emergency services, and implements a wide range of resilience building interventions. Thus, ACTED has been able to strengthen its links with Syrian local communities and to develop an in-depth knowledge of local dynamics. A team of 900+ is currently working in Syria, with a coordination office in Amman.

### Key roles and responsibilities

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

#### 2. Facilitate external audits preparation and 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 internal audit missions through a risk management approach and follow-up the agreed action plans.

- 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, lessons learnt and best practices: facilitate training sessions to reinforce the compliance level of country teams and implementing partners, ensure lessons learnt and best practices are discoursed, influence the improvement of ACTED's current procedures

#### 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 w/knowledge of finance and logistics
- Postgraduate diploma in relation to the position
- Excellent English writing and communication skills
- Ability to work efficiently under pressure
- Ability to work in an unstable security environment moving
- Willingness to work and live in often remote areas under basic conditions
- Ability to work independently and creatively about the land and capital

#### **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, *in English*, your cover letter and CV to [jobs@acted.org](mailto:jobs@acted.org) Ref : **FLATI/WOS**