

## Vacancy announcement

<b>Position</b>	Country Transparency and Compliance Officer	<b>Starting date</b>	ASAP
<b>Location</b>	Tunis, Tunisia (for the Libyan mission)	<b>Type of contract</b>	Fixed Term Contract
<b>Contract duration</b>	Six months (renewable)	<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	14
Number of areas	3
Number of national staff	42
Annual budget (EUR)	€ 6,181,259
Number of international staff	20

### Position context and key challenges

ACTED has been programming in Libya since March 2011, initially focusing on responding to the humanitarian crisis in the wake of the conflict and on providing vital humanitarian assistance to displaced and vulnerable populations. During this period ACTED utilized its assessment and mapping capabilities to help coordinate and provide information for the humanitarian response and reconstruction of the country.

Since January 2012 built on the strong networks developed during the emergency response, ACTED is offering capacity building, grants, and networking opportunities to civil society and local governance actors under its Civil Initiatives Libya (CIL) banner in cooperation with GiZ, EuropeAid and MEAE, as well as support to social entrepreneurs funded by the British Embassy in Libya. The overall objective of CIL is to define methods and approaches, adapted to the Libyan context, and aiming at improving the resilience of communities and local institutions in time of crisis.

Since 2014, ACTED is working on cash-based intervention in partnership with ECHO, GAC and UNHCR to address the needs of the IDPs and returnees in the post-conflict areas.

Furthermore, in 2017, ACTED, in partnership with other organizations, set up a Rapid Response Mechanism and a protection monitoring project in the eastern region.

The coordination team based in Tunis is managing our operations implemented from three field level offices in Tripoli, Benghazi and Sebha with support of 70 national and 10 international staff.

In 2019, ACTED in Libya implements a two-fold approach addressing humanitarian needs through life-saving assistance for the most vulnerable, while supporting the recovery and development of conflict-affected communities.

ACTED provides assistance through cash-based interventions and protection response – community and household level monitoring, referral system, and a helpline – to mitigate the impact of the protracted humanitarian crisis.

ACTED further works towards community

stabilization by implementing Quick Impact Projects (QIPs) and infrastructure rehabilitation to strengthen social cohesion, improve service delivery and meet urgent infrastructure needs within the communities.

ACTED also supports local actors, mainly civil society organizations, through capacity-building and financial support. In 2019, ACTED has supported 45+ CSOs in playing an active role in emergency responses and development efforts in their communities.

### Key roles and responsibilities

#### 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

- Audit Plan: participate to the implementation and the update of the country audit plan (including IP Due diligences);
- Conduct country Internal audit missions: conduct country/area audit missions according to the Country Audit Plan and the ACTED internal audit methodology;
- Review the country/area internal audit missions conducted by the area / country audit and compliance team before Coordination approval;
- 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  
Excellent English level, written and spoken (daily contact with the field's teams)

#### Conditions

Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus  
Additional monthly living allowance  
Free food and lodging provided at the organization's guesthouse  
Transportation costs covered, including additional return ticket + luggage allowance  
Provision of medical, life, and repatriation insurance

#### How to Apply

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