

## Vacancy announcement

<b>Position</b>	<b>Country Transparency and Compliance Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Aden, Yemen (travels to Marib)	<b>Type of contract</b>	Fixed term contract
<b>Contract duration</b>	6 months (renewable)	<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 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	11
Number of areas	4
Number of national staff	384
Annual budget (EUR)	€ 25,389,810
Number of international staff	19

### Position context and key challenges

ACTED has been present in Yemen since early 2012, and implements activities in the central-western and central-southern regions. The presence of ACTED in Yemen has been anchored to the governorates of North of Yemen, North of Yemen, Raymah and Ad-Dhalee where, in the last three areas especially, the organization has been virtually the only international actor directly implementing activities.

ACTED delivered assistance across nine governorates of Yemen over the course of 2019, with the majority of projects focusing on emergency response, such as distributions of food vouchers, cash, hygiene kits and winterisation kits. The food security situation in Yemen continues to be volatile and more households are increasingly relying on humanitarian assistance for their survival. ACTED's work also focused on the rehabilitation and recovery of communities, with beneficiaries participating in cash-for-work activities and livelihoods trainings.

According to UNHCR, there are almost 2.4 million internally displaced people currently in Yemen, however, Camp Coordination and Camp Management (CCCM) is not looked upon favourably by the authorities.

Nevertheless, through ACTED's CCCM project in Aden and Al Dhale'e, the organisation has become the focal point for the CCCM cluster's area coordination in Al Dhale'e, affirming ACTED's knowledge and experience in the sector.

### 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;
- 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;
- 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;
- 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:

- 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.
- a) 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 organisation'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/YEM**