

## JOB VACANCY.

**ForAfrika** is Humanitarian and Relief Organization operating in various parts of African countries. Our Projects includes feeding and agricultural programs, an orphanage and training centers in Rwanda, drilling of water wells in Eastern Cape, as well as Numerous Community Development Programs in Sub-Saharan Africa.

In South Sudan for Afrika is actively implementing Food for Education, Food for Assets, General Food Distribution, Food Security and Livelihood interventions and Livestock vaccination and we operate Projects in Twice East, Bentiu, Bor, Pibor, Boma, Pochalla, Aweil, Wunrok and Kuajok.

**TITLE: Risk and Compliance Coordinator – National South Sudanese.**

<b>LOCATION:</b> South Sudan	<b>SPECIFIC LOCATION:</b> Juba, South Sudan.
<b>REPORTING LINE MANAGER:</b>	Country Director
Department	Operations



### Purpose of Position:

Risk & Compliance Coordinator will ensure that ForAfrika is aligned with our internal policies, donor requirements and local laws. The position will actively promote and support a culture of compliance, risk identification & risk management across all departments. The Risk & Compliance Coordinator is responsible for the implementation of a set of controls to ensure compliance with ForAfrika procedures and quality standards is a central purpose of the role. This includes identifying weaknesses in the application of controls and recommend action to address this situation.

### Major Responsibilities:

#### **Compliance:**

- Conduct spot checks and compliance review of key risk areas of operations and programs in consultation with SMT.
- Based on ForAfrika operation/program handbook as well as donor and legal regulations, develop tools and methods for independent, systematised compliance checks on high-risk functions/areas.
- Develop and implement system to regularly asses and report on compliance with legal requirements
- Develop a periodic compliance reporting mechanism & provide regular reports to CO SMT.
- Assess the effectiveness of existing risk and compliance control measures to identify and mitigate risks and non-compliance.
- Based on Compliance checks & reports develop organisational wide targeted improvement plans including a suite of tools that improve control measures and organisation understanding of donor regulations & relevant ForAfrika policies.

#### **Risk Management:**

- Be the focal point for risk management & ensure effective implementation of risk management framework across the operations.
- Lead training initiatives relating to Risk Management.
- Lead discussion on risks regularly in SMT/E-SMT/AMT meetings & regularly monitor progress on implementation of response plan in risk register.
- Support CO in development of operational risk registers and risk registers of particular projects at proposal

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stage; support the development of action plan for risk management.

### Accountability:

- Lead trainings related to Code of Conduct, Risk Management and compliance across the country operations.
- Support management in increasing the awareness and visibility of accountability mechanism of ForAfrika.
- In coordination with other stakeholders ensure the Accountability Improvement Plans are regularly updated & progress is monitored
- Be part of the Code of Conduct & Risk Management process and undertake Code of Conduct, and management investigations when required
- Conduct or direct internal administrative investigations of compliance issues in coordination with Risk Response committee(RRC).

### Other:

- Advise Senior Management on gaps identified thorough internal and external audit reports.
- Ensure the ForAfrika internal policies are in accordance with country laws and are being followed; also ensure NGO laws is followed up by all sectors (program and support).
- Liaise with ForAfrika lawyer with regard to legal cases; updating senior management and country Director as required.
- Work closely with M&E Manager to ensure that appropriate accountability mechanisms are in place

### Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

#### Education

B Com or BBA (Accounting) or equivalent degree and/or professional certification in accounting. Professional Accounting with CPA/ACCA/CIMA/CIA or equivalent certification preferred.

#### Others

- At least 3 years of experience in Audit, Risk Management or Compliance role
- Understanding of the local laws and sensitivity to the socio-cultural context
- Desirable: Experience in Humanitarian sector will have an added advantage
- Experience and use of tools and systems for risk management and compliance
- Excellent communication, interpersonal and influencing skills with a well-developed ability to motivate and persuade at high levels;
- Excellent analytical and critical thinking ability;
- Proven ability to work effectively with others to achieve results;
- A wide working knowledge of major donor regulations with particular bias to major Multilateral and Bilateral donor funding.
- Commitment to ForAfrika values

**To Apply:** Qualified candidates are encouraged to submit their full CV with a covering letter, copies of academic credentials and copy of nationality Identification card. **Hand Delivery to Juba Head office at Equatorial Tower Hai Neem 4<sup>th</sup> Floor Right hand Wing or Pibor and Boma Sub Flied Office address to Health Coordinator for Afrika or by email to [recruitment.ssd@forafrika.org](mailto:recruitment.ssd@forafrika.org) please clearly mark the position title. Deadline for submission: 28<sup>th</sup> November 2024.**

**FORAFRIKA is an Equal Opportunity Employer ForAfrika considers all applicants on the basis of merit without regard to race, sex, color and Religion.**

**NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.**

