

Position Vacancy
Compliance Specialist (1 position)

Position Reports To : Chief of Party, STAIP
Location : Monrovia, Liberia

Overview

Jhpiego Liberia is implementing a four-year USAID Strategic Technical Assistance for Improved Health System Performance and Health Outcomes (STAIP) Project in 12 Counties in Liberia. To support program activities, Jhpiego is recruiting a Compliance Specialist who will lead compliance monitoring and support for technical/programmatic and financial activities to ensure that project implementation is within the scope, quality, time, and budget; follows donor requirements, and Jhpiego's established policies, procedures, and internal controls. The Compliance Specialist will conduct compliance reviews and monitor implementation to ensure that identified bottlenecks are resolved and that project resources are judiciously used to achieve quality and value for money. This position will also conduct independent site visits in the field and objective desk reviews of project internal processes, controls and reports.

Role description:

- Acquire in depth knowledge of key project implementation and operation documents: project award document, project and county annual work plans, Quality Assurance and Surveillance Plan (QASP), project charter, quarterly and annual reports, policies and procedures.
- Develop, implement, and enforce compliance performance standards, checklists and monitoring plan to keep STAIP activities, processes, and deliverables operating within USAID and Jhpiego requirements.
- Orient and support STAIP staff in using the compliance checklists, and ensure that staff comply with donor regulations and policies as pertains to the STAIP contract and award
- Proactively put in place compliance measures such as monitoring plans, policies etc and proactively identify and mitigate activity implementation and operational risks.
- Conduct spot checks of the STAIP implementation in the field on an ongoing basis to review implementation and adherence to policies and procedures to ensure continuous compliance
- Monitor implementation fidelity of project activities, specifically the technical assistance quality, responsiveness and timeliness, and financial compliance
- Evaluate internal controls to ensure compliance with plans and established policies and procedures.
- Report deviations from implementation plans, sound business practices, Jhpiego policies and procedures and local laws and regulations
- Conduct independent and objective audits or investigations of project technical processes, activities, reports and outputs and recommend areas for improvement, develop roadmaps for remediation, and lead efforts to take corrective action to maintain future compliance.
- Coordinate external audit process in project financial and program audits both in the country and county offices, and provide support to address findings, if any.
- Conduct random reviews of procurement and financial documents for compliance purposes, report findings and recommend necessary actions to address weakness.
- Lead the Country office to address all audits/compliance issues or reviews queries from the donor and other external auditors and reviewers

- Hold monthly or bi-weekly meetings with Chief of Party, Deputy Chief of Party and Finance Director to discuss challenges and new tasks.

Required Qualifications

- Strong experience in compliance- programmatic and financial control, with a university degree in accounting, business administration, management or similar discipline.
- At least five years' work experience in the compliance field, with good knowledge of compliance functions.
- Demonstrable analytical skills and experience to identify and evaluate best audit practices and approaches to be utilized by the project
- At least three years' experience as Compliance Officer for USAID or other donor-funded projects
- Familiarity with USAID's administrative, management, reporting procedures, systems, rules and regulations.
- Prior experience on contracts/grants and grants under contracts management is a must
- Excellent diplomacy skills and a proven ability to establish and maintain interpersonal and professional relationships with diverse project teams
- Excellent organizational and presentation skills
- Strong written interpersonal, presentation and communication skills in English
- Proficiency in Microsoft Office applications
- Willingness to travel nationally to project sites

Interested applicants should send their electronic applications and CVs specifying the position title in the subject line of the email to the below address:

liberiahumanresources@gmail.com -including three professional referees, email addresses and telephone numbers. Deadline is **5:00pm, February 17, 2020**. Only short-listed candidates will be contacted. Jhpiego is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Female candidates are strongly encouraged to apply. Failure to follow the instructions of applying, your application would be denied. *For further information about Jhpiego, visit our website at www.jhpiego.org.*

Note: Failure to follow the application process, will lead to disqualification, as applications will be reviewed upon receipt and qualified applicants will be contacted on a rolling basis.