VACANCY ANNOUNCEMENT
FIELD OFFICER INTERNAL AUDIT

About GiveDirectly:
GiveDirectly (GD) aims to reshape international giving - and millions of lives - by providing cash grants directly to the world’s poorest. The Brookings Institution estimates that $70B of cash transfers would be required to eliminate the poverty gap; the aid sector currently spends $135B each year, much of it on evidence-free interventions. GiveDirectly wants to change that, establishing cash transfers as a benchmark for foreign aid - as the index fund is a benchmark for the financial industry - and in the process accelerating the end of extreme poverty.

GD has raised over $200m since launching in 2011, delivered cash to more than 125,000 families, and launched offices in 7 countries. We’ve also supported large-scale, experimental research that indicates strong recipient impact of our programs. As a result GD has been celebrated as one of the most innovative non-profit companies by Fast Company, while the growing cash transfer movement and GD’s leading role within it have been featured in the New York Times Magazine, This American Life, Foreign Affairs, and The Economist.

We’re looking for exceptional talent to grow our field team. Our culture is blunt, analytical, non-hierarchical, and fast-paced. We recruit candidates from top organizations across all industries - our team has hailed from consultancies, investment banks, start-ups, non-profits, and government to name a few. We value ability and willingness to learn over years of experience. We offer competitive salary and benefits and performance-based bonuses.

Role: Field Officer, Internal Audit

The Field Officer will play a critical day-to-day role in delivering GiveDirectly’s gold-standard cash transfer product to donors and recipients. The Field Officer will be responsible for reviewing the recipient surveys and associated processes that facilitate GiveDirectly’s unique cash transfer model. The role will reward high-quality judgment on operational questions and challenges, work ethic, communication skills, and a strong commitment to GiveDirectly’s mission and model. In brief: The Field Officer - Internal Audit will be expected to audit the work of the enrolment team, whose core responsibility is surveying households and enrolling them on our programme.

Duty Station: Bong, Nimba and Grand Bassa Counties

Key responsibilities:

Engaging with GiveDirectly recipients in the field, in order to:

1. Assess our field processes and recommend any corrections and improvements as and where seen.
2. Measure the quality of FO data against set data quality standards and reporting any cases of inconsistency.
3. Assess our field team’s compliance with GD field processes and policies.
4. Identify and report key risks associated with GD’s program in the community.
5. Report any cases of fraud and bribery by GD staff and/or recipient(s).
6. Examine local stakeholder’s assessment of GD’s program within their community.

**Desired Attributes**

The Field Officer will play a critical day-to-day role in delivering GiveDirectly’s gold-standard cash transfer product to donors and recipients. For that reason, the suitable candidate for this position will:

- Possess a degree in a relevant field.
- Possess previous working experience in the field with preference to disadvantaged communities (2 years minimum).
- Have the ability to audit recipient surveys and associated processes.
- Possess some Monitoring and Evaluation Experience
- Must possess work/language proficiency in English and any of these languages: Kpelle, Gio, Mano and Bassa
- Good computer and mobile device data entry and assessment ability or experience.
- Possess critical thinking ability and good judgment in resolving operational glitches.
- Possess high-quality problem solving, work ethic.
- Good time-management skills
- Particularly skilled with interpersonal skills with high honesty, and integrity.
- Strong interest in the mission of GiveDirectly and commitment to advancing GD’s distinctive values.
- Physical fitness and the ability to cope with difficult weather conditions or terrain.
- Excellent communication skills and the ability to represent the organization effectively to external parties.
- Have the ability to exercise patience and good judgment in resolving recipient problems.
- Strong alignment with GD values (below)

**GD Values**

1. **Recipients first.**

*We prioritize recipient preferences over those of donors or ourselves.*

We do not impose our preferences, or judgments, on the beneficiaries; instead we respect and empower them to make their own choices, elevating their voices in the global aid debate. This value is core to GiveDirectly’s identity as the first organization exclusively devoted to putting the poor in control of how aid money is spent. It comes at a potential cost, as it means that neither we nor donors get to set priorities (and we may even lose some “efficiency” in providing this option).

2. **Team next.**

*We do what’s best for organizational - not individual - success.*

This is a team sport, where we will succeed (or fail) together. The best players are not those with the best individual statistics, but those with biggest impact on our overall performance. We avoid territoriality, self-promotion, and I’m above this attitudes.

3. **Be proactively candid.**

*We say what we believe, and are honest in sharing information.*

Having confidence that other people are telling us what they truly believe, without gloss or omission, is critical to effective communication and to our ability to learn and grow from feedback. We owe it to each other - and our donors - to instill this confidence even though giving and receiving information candidly are unusual in both professional and social life, and can be very uncomfortable.

4. **Create positive energy**

*We strive to be a source - not drain - of energy for our colleagues.*

Our work is hard, practically and emotionally, and we cannot overemphasize the importance of maintaining a positive attitude, enjoying the company of our colleagues, and not taking ourselves too seriously. In doing so, we aspire to generate energy and excitement amongst our colleagues in pursuing our mission. This should not preclude candor, and we aspire to achieve both.

5. **Think rigorously; act quickly.**

*We are intellectually rigorous with a drive towards action - not debate.*

We reason from first principles, grounding our decisions in objective claims about the world, rather than hard-to-disprove assertions or hierarchy. We aim to brainstorm inclusively and respectfully, but critically self-vet ideas we put forward, so as to ensure productive and prudent decision making.

Demanding this level of rigor forces us to think harder about decisions and our assumptions than we otherwise might. This is a real cost. It can be taken too far: it is possible to overthink decisions, and we avoid debate for the sake of debate. We are not here to philosophize or ensure consensus. We decide and act quickly, avoiding getting bogged down in debates.

6. **Accept reality. Propose solutions.**

*We do not dwell on problems. We work actively to create solutions.*

There will always be an endless list of things to improve. We focus on the things that can be changed; find the most important of those things, and propose actionable answers. We do not allow “problems” to weigh us down and be a source of negativity. We are forward looking, which we believe not only leads to better team outcomes, but also creates a more enjoyable, energizing environment for all.

7. **Be productively ambitious.**

*We take the risks to pursue industry-changing success, not incremental progress.*

We seek step-change improvements at all levels, and are willing to make big-bets; we do not accept complacency nor do we simply optimize existing processes. In doing so, we allow
ourselves to dream big with a belief that perceived constraints are merely opportunities for creativity.

Such ambition not only requires hard work (i.e., this is not a 9-5 job), but also a willingness to accept and learn from temporary setbacks and failures. In accepting these failures, we’re conscious to not point fingers, nor obsess over “mistakes” made.

8. **Know yourself and grow.**

_We recognize and accept our imperfections with a focus on growth._

We are an organization of exceptional people and trust in each other’s abilities, yet we recognize that none of us is perfect. We strive to maintain an accurate understanding of our individual and institutional strengths and weaknesses, in order to position ourselves to maximize our chances of success.

At the same time, we seek personal growth for ourselves and our teammates. Feedback is given with a spirit of helpfulness; and sought out with a desire to learn.

To Apply:

Click the following link to apply: [https://givedirectly.recruiterbox.com/jobs/fk03woi/](https://givedirectly.recruiterbox.com/jobs/fk03woi/)

**Deadline for Application is July 25, 2019**