



Plan International Liberia Job Announcement (1Position)

Staff-309-05-2018- Senior Internal Auditor

The vacancy is opened to Internal and External candidates.

Plan International is a leading girls and children's rights organization. **Plan strives for a just world that advances children's rights and equality for girls. We motivate our people and partners to:**

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

Plan operates in 77 countries around the world. It brings its support to millions of children, their families and communities, mainly in Africa, Asia, Middle East, and South America. It implements projects in the Health, Water and Sanitation, Education, Child Protection, Sustainable Livelihood, and cross-cultural communication. Child sponsorship forms the basis of our work with children. Worth to mention, Plan International global ambition is to support 100 million girls learn, lead, decide and thrive!

As part of its commitment to support Plan International Federation reach 100 million girls so to learn, lead, decide and Thrive, Currently Plan International Liberia is developing a new country strategy which will focus on reaching 1.4 million girls and children all over the country and with a strong commitment to work with all partners at various levels to put an end to early marriage and Female Genital mutilation (FGM)!

Moreover, Plan International Liberia is committed to ensure that Child Protection and Gender transformative practices are key integral part of all its work including the organizational structure and staffing. Accordingly, women are strongly encouraged to apply for this post!

We are currently seeking to recruit for Plan International Liberia program:-

Title: Senior Internal Auditor
Location: Monrovia
Status: National Post (Fixed Term)
Department: Operations
Reports to: Country Director

Summary of the position:

Reporting to the County Director, this position is responsible for the Internal Audit (IA) function of Plan International Liberia, including the management of the Internal Auditor. He/she is responsible for the strategic direction of the function, specifically contributing to the improvement of the quality and compliance of Plan Liberia operations and programs to the standards/procedures/policies of the organisation and relevant donors. The position will support the Internal Auditor to direct and coordinate a comprehensive Internal Audit programme which supports improvement of the risk management of Plan International Liberia. Whilst the responsibility for risk management falls to the Country Management Team (CMT), the IA function is the primary instrument for its implementation and improvement.

Roles and Responsibilities:

- Work with the Country Management Team to reinforce strategic engagement with risk management systems, including proactively mitigating risks, and ensuring the system accurately reflects risks identified at the program unit and program areas level.
- Responsible for quarterly review and update of the Country Risk Register in Galileo software
- Support the Internal Auditor in the development of individual Terms of Reference (ToR) and work plans to enable the satisfactory execution of internal control activities.
- Provide assurance to management of compliance to Plan policies and procedures by regularly reporting on assignments carried out.
- Drive the testing of internal control system in place for robustness, efficiency and effectiveness.
- Responsible for the review of partners (LNGOs) activities (deliverables, reporting) in relations to Funding Agreements signed with Plan on a quarterly basis
- Conduct review of procurement process to determine level of risk and propose actions to mitigate them.
- Oversee the review of contracts, MoUs, funding agreements in conformity with approved procedures, laws.
- Contribute in the quarterly review of country budget through budget versus actual spreadsheet
- Responsible for the quarterly review of advances and their liquidation in SAP software
- Drive the selection of external auditors by preparing term of reference, and review the technical offer of bids.
- Control of sponsorship communication- test of different types of communications.
- Participate in departmental meetings to share experience and understand the workings of the department.
- Conduct training on Plan Liberia policies and procedures to staff and partners, specifically the Anti-Fraud and Corruption policy.
- Participate in all external audits commissioned by Plan or donor.
- Participate in Global Assurance audit.
- Drive the implementation of audit action lists for internal control assignments and external audits.
- Conduct/Perform a special investigation if any

Others:

- Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Minimum Qualifications, Skills and Experience

Knowledge

- Bachelor's degree in auditing/Accounting/finance/management/ACCA or equivalent
- At least 05 years working experience in internal control, auditing, finance/administration.
- Appropriate experience of Plan's program approach and delivery will be an advantage
- Excellent understanding of, and written and oral communication skills in English
- Proficient in computer skills and use of relevant software and other applications, e.g. word processing, spreadsheet, database, web-based system.

Skills

- Leadership and team building skills.
- Report writing and negotiation skills.
- Excellent communication, presentation and problem solving skills.

Behaviours

- Willingness to learn and work under stress.
- Positive attitude and strong belief in empowering communities.
- Strong commitment to children's poverty and gender equality.
- Positive attitudes, self-assertiveness and capacity to inspire others.
- Decision making skills.
- Influence and communication and able to communicate concerns to managers and teams

Behaviours (Plan International's values in practice)

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people.

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.

Applications:

Last date for submission of Application (CV and cover letter) is: 10th June, 2018 by 4:30 pm

Interested candidates need to send their updated CV and a cover letter (**maximum 1 page**) to liberia.recruitment@plan-international.org on or before the closing date mentioned above. Subject line of submission mails will only bear the indication: **Application for LBR- Senior Internal Auditor**

Only short-listed candidates shall be contacted. References will be taken and background and anti-terrorism checks will be carried out in conformity with Plans Child and Youth Safeguarding Policy, Fraud, Code of Conduct, Harassment, Discrimination and Bullying Policy. **Plan follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and people living with disability.**