

VACANCY NOTICE

Save the Children saves children’s lives, fight for their rights and help them fulfill their potentials. Save the Children started work in Liberia in 1991 with an emergency program focusing on the immediate needs of children affected by the conflict. Save the Children currently operates in three counties across Liberia and works in: education, health and child protection, child rights governance and response to humanitarian emergencies and long term development.

Commitment to Child Protection:

Save the Children is committed to keeping children safe from abuse and harm. Candidates applying for this position will be subject to the Child Safeguarding recruitment procedures and checks.

Accountability Commitment:

Save the Children is committed to be transparent to children, their carers and communities with whom it works by promoting and abiding by existing organizational accountability system which includes - sharing relevant information on its work with children, their carers and communities with whom Save the Children works; reporting concerns raised by children, their carers and communities about the intervention and involving children at all stages of the intervention.

We are seeking for qualified professional with solid background and demonstrated experience in the below position:

TITLE: Internal Controls & Compliance Coordinator – (Liberia Country Office)	
TEAM/PROGRAMME: Cross Thematic	LOCATION: Monrovia, with travel to other field locations
GRADE: 3	CONTRACT LENGTH: Indefinite
CHILD SAFEGUARDING:	
Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE:	
Reporting directly to the Chief of Party, the Internal Controls & Compliance Coordinator is accountable for assessing, monitoring and support SMT functions to mitigate both internal and external risks across the Project Office(s); and providing effective feedback to the quality of management oversight on key functions within the Project Office(s). Developing high quality approaches and systems, the Internal Controls & Compliance Coordinator works closely with function/department leads and other senior staff, ensuring effective monitoring and response to external risks, associated with: compliance with policy and regulations, legal and local political issues. Collaborating with teams across the project office, the SCI Regional Office, Global Assurance and Centre for relevant areas., the Internal Controls & Compliance Coordinator will also support the programme Heads to implement high quality, effective monitoring systems and aid programme leads to respond to internal risks, associated with but not limited to: partnerships and sub agreement relationships, compliance with SCI policy and regulation, child safe guarding, fraud and corruption. Additionally, as a member of the Senior Management	

Team (SMT), the Internal Controls & Compliance Coordinator contributes to the overall strategic leadership of the project office, participating in all SMT processes and leading on relevant SMT tasks.

SCOPE OF ROLE:

Reports to: Chief of Party

Dotted line: Finance Director

Staff reporting to this post: None

Budget Responsibilities: None

KEY AREAS OF ACCOUNTABILITY:

External Risk and Quality Assurance:

- Supporting the COP with effective monitoring of the policy and the regulation of the Control environment in all areas of operation and collaborate with relevant function/department leads to develop effective response and mitigation measures
- Maintain relationships with key staff within local authorities and government departments, sharing (with the consent of the COP) and collecting appropriate and relevant information.
- Maintain relationships with key staff in local and international NGOs, sharing relevant information as approved by the CoP.

Internal Risk and Quality Assurance:

- Act as an independent and objective assessor of compliance and quality in the project office(s)
- Deliver a half programme of work to high quality and a consistent methodology. Deliver high quality, solutions-focussed, value-adding reports that are solutions-driven.
- Ensure that function/department leads are aware of critical internal policies and support them in developing plans and measures to mitigate risks.
- Where appropriate, support SCI's Counter-Fraud unit by leading internal investigations (whistle blowing and fraud), actively participate in partner assessment processes, monitor implementing partnerships and sub agreements, raise any concerns or issues with the relevant manager and support the development of mitigation measures including delivery of child safeguarding, fraud and corruptions training, and support to internally review financial procedures and reports.
- Work closely with the Finance Department to facilitate effective external and internal audit processes
- Work closely with the Commodity Management Director in the monitoring of food distribution process; identify potential risk areas; support the development of effective response and mitigation measures.
- Ensure the effective implementation of the child safe guarding policy across the project office(s) and that all staff access CSG, fraud and corruption training.
- Play a key influencing role in building the control environment and broadening the

understanding of risk, controls, oversight and accountability in the project office

Country Programme Leadership:

- Participate in SMT processes and activities as and when required by the CoP and lead relevant SMT actions as assigned.
- Directly advise the CoP of any changes in the internal or external risk environment, identifying specific risks and potential mitigation plans and actions
- Be innovative. Explore new areas/methodology to cover unreached i.e were assurance is not adequately provided by any review.
- Participate in project operational and strategic planning processes
- Ensure a high level of SCI policy awareness among all staff in the country

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and takes responsibility for their own personal development
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS AND EXPERIENCE

- Relevant professional qualifications (CPA/CA/ACCA) or first degree in a relevant field
- Minimum 4 years of relevant experience, with a minimum of 2 years spent working at NGO Senior or middle Management level
- Experience in fraud awareness and case investigation management
- An unquestionably high level of integrity and ethics
- Computer fluency; highly competent using MS Word, Excel, PowerPoint and experience working in complex financial systems
- Understanding of strategic finance issues with strong influencing skills, sharp business acumen and sound judgment
- Experience of working effectively, independently and with minimal supervision
- Strong relationship builder with a proven track record in forming good business partnerships and utilising collaborative approaches
- Excellent communication skills, initiative, the ability to meet tight deadlines and work

<p>independently is essential</p> <ul style="list-style-type: none"> • Strong analytical, problem solving skills. • Available to travel frequently to all country locations. • Fluent in written and spoken English
<p>EXPERIENCE AND SKILLS</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Experience with Save the Children award management and financial systems (AMS and Agresso) • Experience in audit management • Sound understanding of critical SCI policies
<p>Additional job responsibilities</p> <p>The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>
<p>Equal Opportunities</p> <p>The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>
<p>Child Safeguarding:</p> <p>We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</p>
<p>Health and Safety</p> <p>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>

How to Apply:

Letter of application along with a copy of your CV, should be sent as one document, a contact telephone number and the names of 3 referees who you have previously worked/working for, quoting their email addresses properly and send to this email address liberia.vacancy@savethechildren.org or to the HR/Support Services Department. Clearly label/quote the **job title above** on your envelope and hand deliver to the Security Guard at Save the Children's nearest offices in (Monrovia, Gbarnga, Zwedru & Grand Bassa Counties). Deadline for the submission of application is **Thursday, June 21, 2018 at 4:00 PM. If you fail to indicate the job title on the envelope, your application will not be accepted.** Only short listed candidates will be contacted. Phone calls are not acceptable. **Also, kindly note that in view of the current urgent need of candidate, applications will be vetted as we receive them and the recruitment process may be concluded before the deadline.**

Note: Applicants are advised that Save the Children International does not require any payment or expense during the entire recruitment process. Any request in this direction should be immediately reported as contrary to the values and practices of our organization.

Save the Children is an equal opportunities employer - Women are encouraged to apply.