

Gorta-Self Help Africa: Compliance Manager ^[1]

Do you have a penchant for policies and procedures and a keen eye for compliance? Are you looking for a challenge, and interested in playing a key role in the smooth running of an ambitious international NGO?

At Gorta-Self Help Africa, we're passionate about what we do, and we're looking for a Compliance Manager to help us be even better at it. Join us, and become a big part in the continuing growth of one of Ireland's most successful overseas development organisations.

You'll need to have experience - 10 years as a minimum, with five of these at a senior level. A CV that includes time spent with a mid to large NGO would be a bonus, and knowledge of Salesforce, even better.

As our Compliance Manager, you'll lead the way in the ongoing improvement and strengthening of our internal policies and procedures and all that this entails, including (but not limited to) – capacity monitoring, developing training workshops, preparing risk registers and ensuring the due diligence of our partner NGOs.

This role will also involve regular travel to Africa, where we currently work in nine countries, throughout the year.

Job Title: Compliance Manager

Company: Gorta-Self Help Africa

Department: Finance

Location: Based in Dublin

Reports to: Chief Finance and Operations Officer

Contract Type: Full Time/Permanent

Working Hours: 37.5 hours a week Monday – Friday 9.00am – 5.30pm

Indicative Salary: €55-65,000

Gorta-Self Help Africa is an Irish-headquartered international development organisation that is dedicated to ending hunger and poverty in rural Africa.

We have a long track record of success, and this year will help to lift more than three million people out of extreme poverty. We are an ambitious and growing organisation with expertise in small-scale farming, growing farm businesses, nutrition and supporting rural poor communities to access new markets and garner fair prices for their produce. We have recently added humanitarian response to our work portfolio to provide emergency assistance to communities that we work with.

Self Help Africa and Gorta, two of Ireland's oldest development organisations, merged in 2014. Gorta was established in 1965, while Self Help Africa was formed 20 years later, in 1984.

We currently work in nine countries in sub-Saharan Africa, and also have offices in Dublin, London and New York.

Job Purpose:

Maintaining of organisational procedures to ensure the safekeeping, maintenance and replacement of the organisation's assets as well as the strengthening of procurement procedures and documentation.

Providing technical support to HQ and country office teams in ensuring compliance with internal GSHA and external donor policies and procedures is paramount at all stages of the programme cycle.

Provide support and training to all country programmes in compliance with standard GSHA policies and procedures on logistics and security.

Key Responsibilities:

Advisory

Ensuring GSHA internal policies and procedures are at the right standard and are complied with:

- Oversee the **development and improvement of internal policies and procedures** that are relevant to programme cycle management, including (but not limited to) finance, procurement, logistics, anti-money laundering, anti-fraud and anti-bribery, whistleblowing and prevention of terrorism.
- Ensure that policies and procedures are **up to date, fit for purpose and easy to access** for all staff and relevant partners.

- Ensure internal policies and procedures **reflect all relevant donor policies** that GSHA is subject to.
- Ensure that **GSHA staff and partners are conversant with relevant donor guidelines** and that compliance is a focus of their work.
- Work with the Programme Funding team providing advice and support on new donor programmes and potential new country programmes.
- **Monitor the capacity** of the GSHA and partners' finance/administration/logistics staff and disseminate policies and procedures.
- Develop content for **training workshops** on compliance with internal and donor policies and procedures.
- Support country management teams and the Finance function in **building the capacity of compliance staff** by facilitating delivery of training workshops and provision of advice in a mentoring role as required.
- Provide advice on the specific compliance implications of **humanitarian interventions**.
- Travel to each country programme once per year (to coincide, where possible, with programme, finance or internal audit visits).

Assurance

Ensuring compliance is monitored and reported on in a structured and strategic way.

- Establish and manage a **quarterly compliance reporting system** for Audit Finance and Risk Committee (AFRC) and senior management.
- **Trip reports** specific to each country office visit will be prepared and submitted to the AFRC as well as senior management.
- Review internal audit reports and statutory management letter audit points and provide **management feedback** as appropriate.
- Ensure **due diligence of partner NGOs** is carried out systematically and that relevant risks are identified and mitigated before contracting with them.
- Provide inputs into preparation of risk registers at HQ and country level.

Management

Compliance comprises an element of a broad range of staff members' job descriptions.

- Ensure all relevant **staff members are aware of their responsibilities** re compliance.
- Work with relevant line managers and feed in to **appraisals** of staff.
- Maintain regular contact with **staff at country level** and ensure they are providing **sufficient compliance advice and assurance** in their offices.
- Liaise with country management teams to ensure that **country programmes are receiving the appropriate support** from relevant HQ staff.
- Provide regular **updates to senior management** on compliance issues and escalate any issues of concern.

Email valerie.giltrap@sefhelppafrica.org ^[2] or call +353 1 554 7446 if you have questions or would like additional information.

Find full Job Description and Application Form and procedure at <https://selfhelppafrica.org/ie/category/careers/> ^[3]. Please send completed C.V. and Application Form to recruitment@selfhelppafrica.net ^[4]


Closing date for applications is **17:00 on Monday 6th November 2017**.

Region: Dublin

Expiry date: 06/11/2017

Date 25/10/17

Entered/Updated:

Attachment	Size
 Job description	1.36 MB

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Source URL (modified on 25/10/2017 - 12:09): <https://www.activelink.ie/content/vacancies/aid-development/33538>

Links

^[1] <https://www.activelink.ie/content/vacancies/aid-development/33538>

^[2] <mailto:valerie.giltrap@sefhelppafrica.org>

^[3] <https://selfhelppafrica.org/ie/category/careers/>

^[4] <mailto:recruitment@selfhelppafrica.net>

^[5] https://www.activelink.ie/sites/default/files/attach/notice_entry/33538/compliance_manager_jd_oct2017.docx