



GOAL Haiti Job Description

Job Title:	Compliance Assistant
Job Location:	Port-Au-Prince with travel to field sites
Reporting to:	Compliance and Partnership Manager
duration of the contract	12 months
Subordinates;	None

OVERALL DESCRIPTION

General Description of the Programme

GOAL has been operating in Haiti since the country was devastated by a major earthquake in January 2010. GOAL is transitioning to a much longer-term programming approach linking relief and recovery to development through an integrated community-led development program approach. GOAL Haiti has developed a strong focus on urban development and building of resilience within communities in the Metropolitan area of Port au Prince and in the Grand'Anse and South department.

In the objectives to be compliant with every single donor that GOAL is dealing with, a process to recruit a Compliance Assistant is launching.

General Description of the Role:

The main function of this position is to ensure that GOAL Haiti is fully compliant with GOAL, Donor and Government rules and regulations. The person will work across all departments including programmes, finance, logistics and HR and will work under the supervision of the Compliance and Partnership Manager. She/he will be supporting the Compliance and Partnership Manager to ensure that Goal Haiti and its Partners are compiled to internal and donors' procedures and policies. He/She is also supporting the compliance team to ensure the regular internal audit is conducted for all GOAL Haiti programmes and Operations and identifies potential areas of compliance vulnerability and risks. The audits will assess whether internal controls are adequate and identify improvements where necessary across all departments.

The role is based in the office in Port-au-Prince but will require visits to field sites of operation and provide training as per the need.

Key Duties

- Stay informed of and ensure adherence to GOAL procedures and policies in relation to Logistics, Finance, HR and Programmes as set out in the relevant manuals.
- Understand and ensure adherence to Donor rules and regulations in relation to Logistics, Finance, HR and Programmes as set out in country grant agreements and through GOAL donor guidelines and training materials (as and when required based on assigned donors).
- Understand the relevant Government rules and regulations and ensure that it is addressed by GOAL Haiti.
- In liaison with Finance and the Compliance and Partnership Manager the Compliance Assistant will handle the following tasks:
- Support the compliance team to work closely with all staff to produce audit reports for presentation to the Roving Internal Auditor with findings and issues identified during the audit, give appropriate recommendation and actions, providing advice and suggestions on

improvements to GOAL Haiti systems and procedures where appropriate and ensure work papers are adequately documented and audit evidence is sufficient.

- Support the compliance team to conduct any ad-hoc internal audit, compliance and financial investigation assignments as requested by the Systems Director and Roaming Head of Internal Audit or HQ Compliance Department, including internal audit/review of GOAL Haiti, if requested
- Support the compliance team to ensure Donor/External audit is well facilitated and all required documents are submitted
- Ensure that recommendations given by HQ internal and external/donor auditors are implemented accordingly.
- Ensure relevant department working manuals are available and are updated.
- Sub grantee management:
 - Participate with the compliance to oversee sub-grant administration including conducting a pre award assessments,
 - Monitor reporting, accountability and internal controls for all grants. grantees/Partners
 - Support the Compliance and Partnership Manager to conduct formal sub grantee training workshops.
- Ensure all financial documents are scanned and shared to Dublin accordingly (including timesheet and distribution documents).
- Ensure the scheduled field visits are conducted as planned.
- Conducts monthly/annual performance evaluations for staff of the department.
- Any other request made by the Compliance and Partnership Manager

Mainstreaming issues

- Familiarize self, understand and implement according to area of responsibility, GOAL's policies and procedures on mainstreaming of Gender, HIV/AIDS and Child protection.

Compliance Issues

- Familiarize self to GOAL, Donor and relevant Government Compliance issues and implement accordingly in area of responsibility.

Requirements (Person Specification)

- A degree in finance, compliance, or related area of study with a minimum of two years of related work experience in administration, finance, compliance or audit_ - at least one year at a position with management of staff.
- Excellent communication skills in French both verbally and in writing – English is an advantage
- Excellent computer skill in Microsoft Word, Excel, Power Point and Outlook.
- Ability to learn new systems and IT software quickly and effectively.
- Organised and flexible, ability to respond to changing priorities, with good attention to detail
- Ability to work independently with initiative
- Willingness to travel to field sites on a regular basis and work in challenging environments
- Experience in dealing with institutional donors such as DOS, EU, UNICEF, ECHO, OCHA, Swiss Cooperation is a plus
- Good team player, flexible and capable of working with a multinational country team with a commitment to capacity building
- Excellent interpersonal, motivational and management skills
- Gender sensitive.



Please email your resume, copies of diplomas/certificates, and cover letter to: hrhaiti@ht.goal.ie

Emails or application files that do not include the reference mentioned below will not be processed:
Subject: Reference_ Compliance Assistant

The deadline for submitting applications is June 2, 2026, at 15:00 p.m. (Haiti time). No applications will be accepted after this date.

Please note that only shortlisted candidates will be contacted.

Internal interesting candidacies with capacity to evolve in this position are recommended. And We strongly encourage women to apply

General Terms and Conditions

This Job Description only serves as a guide for the position available. GOAL reserves the right to change, revise, omit, add in part/in whole this document any time without giving any reason thereof.

GOAL has a Staff Code of Conduct and a Child Protection Policy, which have been developed to ensure the maximum protection of programme participants and children from exploitation. GOAL also has a confidentiality policy ensuring the non-disclosure of any information whatsoever relating to the practices and business of GOAL, acquired in the course of duty, to any other person or organisation without authority, except in the normal execution of duty. Any candidate offered a job with GOAL will be expected to adhere to these policies any job offer made is also subject to police clearance. GOAL is an equal opportunities employer.

This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document. Any published closing dates are estimated. Due to the nature of GOAL's work we aim to fill vacancies as quickly as possible. This means that we will close adverts as soon as we have found the right candidate, and this may be before the published closing date. We would therefore advise interested applicants to submit an application as early as possible.