



GOAL Haiti Job Description

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| Job Title: | Compliance Officers (2) |
| 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 South department.

In the objectives to be compliant with every single donor that GOAL is dealing with, a process to recruit a Compliance Officer 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 plan and coordinate the department activities, create awareness and ensure the implementation of donor, GOAL and Government rules and regulations, Complete the Quarterly Compliance Task List for HQ submission each quarter, Sub grantee management, monitoring and reporting, maintain GOAL Haiti hard and soft copy grant files centrally, facilitate grant management meetings and the coordination of donor audits either in country or through Dublin. He/She is also will be actively supporting the compliance and partnership 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 Officer will handle the following tasks:

- Identifies potential areas of compliance vulnerability and risk; Helps to develop/implement corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.
- in collaboration to the Compliance and Partnership Manager Ensure the risk register is regularly updated and submitted quarterly to risk@goal.ie
- Walkthrough and test GOAL Haiti's systems and controls, assessing whether they are operating as per policies, procedures and donor regulations (as noted above), with emphasis on finance, cash handling, logistics, procurement, fleet management, trainings, stores, HR and distributions. Modify and implement internal controls in any areas of weakness in each department.
- Make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation.
- Collaborate with the Compliance and Partnership Manager to Ensure regular internal audits for the head office and field office(s) with particular emphasis on; transaction testing, cash management, float transaction testing, asset management, stock keeping, vehicle operations, personnel management, beneficiary distributions and records, and general donor compliance are conducted as planned/required.
- Conduct any ad-hoc internal audit, compliance and financial investigation assignments as requested by the Compliance and Partnership Manager and Roaming Head of Internal Audit or HQ Compliance Department, including internal audit/review of GOAL Haiti, if requested
- Maintain an up-to-date issues log and action or follow up on all outstanding issues until they are closed.
- Perform tasks as per the quarterly Donor Compliance Task List and submit report on findings of same to HQ Compliance Department.
- Collaborate with the Compliance and Partnership Manager 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.
- Work closely with the training team to provide training, capacity building and support to GOAL staff in the head and field offices to enhance their knowledge and understanding of GOAL, wrongdoing policy, Ethic policy, Donor policies and procedures and ensure proper implementation and on-going use and also to discuss changes in policies that will impact the system flow of information. Including appropriate inductor training for new employees.
- Ensure relevant department working manuals are available and are updated.
- Sub grantee management: -
 - Oversee sub-grant administration including conducting a pre award assessments,
 - implementation, extensions, Compliance monitoring and reporting.
 - Ensure monitoring plans are developed and implemented for all sub grants
Monitor reporting, accountability and internal controls for all grants.
 - grantees/Partners
 - Provide compliance guidance and consultations to sub grantees on a demand-
 - driven basis and 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.
- Prepare the yearly schedule for the expected donor/grant audits and alert the responsible departments.
- 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 three 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 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 Officer

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.