

JOB OPENNING INTERNAL/EXTERNAL

J /P Haitian Relief Organization is looking for one (1):

Internal Auditor and Compliance

Position Type	: Internal Auditor and Compliance
Supervisor	: Country Director
Type of Contrat	: Employee
Localization	: Port-au-Prince

INTRODUCTION

As part of its Risk Management initiative, J/P HRO is recruiting a Compliance/Internal Audit employee toward more risk-informed management and operations within the organization, by reinforcing the continuum between risk identification, root-cause analysis, implementation of risk mitigation measures and response to risks. To this end, the compliance / internal auditor will regularly monitor and review internal and external risks that may impact the work and reputation of the organization, paying particular attention to risks of fraud, corruption, terrorism, money laundering and sexual exploitation and abuse as well as harassment.

Reporting to the Country Director, the employee will support operational managers in effective risk management and compliance to improve risk culture and integrity within the organization. She / He will assist in reviewing the adequacy of risk management and compliance systems, structures, procedures and capacities across the organization, and support development and delivery of measures as appropriate for their strengthening.

FUNCTIONS OVERVIEW

The Compliance /Internal auditor will consider the adequacy of controls necessary to secure propriety, economy, efficiency and effectiveness in all areas. She / He will be responsible for:

- Providing support on risk management approaches, tools and compliance issues to the Country Director as appropriate.
- Providing overall compliance support for the organization, including to finance, to ascertain that systems of control are laid down and operate to promote the most economic, efficient and effective use of resources and to safeguard assets.
- Identifying gaps in existing internal control systems, and provide recommendations to strengthen them; and ensure that all personnel are well versed in donor and J/PHRO policies and procedures, and are adhering to such standards.
- Developing and managing systems to track reports and budgets to ensure compliance with J/PHRO and external donors requirements.

- Conducting, under the direction of the Country Director, thoroughly documented investigations of whistleblower cases, and suspected fraud and reporting on findings with recommendations for each specific case assigned.
- Developing an annual customized compliance monitoring plan, including evaluation tools, standards, ethical considerations, and schedule to evaluate different departments or project or project locations, and to revisit departments/sites needing extra attention.
- Developing compliance tools, including compliance checklists for the various internal business processes, local legislation governing NGO operations, and specific donor requirements.
- Travel to the provincial cities where the J/P HRO sub-offices are located.
- Training and supporting personnel on compliance

Specific duties:

- Examine the effectiveness of internal controls and compliance within J/PHRO policy framework and identifies gaps in procedures and controls systems and provides recommendations to the Country Leadership Team for strengthening them.
- Review and evaluate the effectiveness and efficiency of operations, reliability of financial reporting, compliance with applicable laws and the safeguarding of assets. Prepare detailed reports of each compliance review and other task assignments, with prioritized findings and recommendations; and support to address any issues arising, with analysis of reasons for non-compliance and appropriate corrective measures.
- Test internal controls, targeting high risk areas, including, vehicle usage, finance, inventory control and cash management, payroll and Fleet Management. Document internal control weaknesses and compliance deviations and their impact, and make recommendations to address these weaknesses.
- Collaborate, as necessary, with internal and external audit, including on investigations of whistleblower cases, suspected fraud, mismanagement, loss of assets, etc.; and follow-up on recommendations from the internal and external auditors to ensure the recommendations have been implemented and adhered to.
- Stay abreast of laws, directives, and current trends in the local legal and NGO environment and keep the Country Director and managers updated.
- Provide risk assessment for financial and operational landscape. Identify high risk, high probability events, and provide recommended mitigation plan. Provide ad hoc risk assessments for specific scenarios by request.
- Provide ad-hoc advice, helping staff to achieve the goal of establishing sound risk management and internal control systems; offer practical advice on how best to comply with financial policy and donor guidelines.
- Support the integration of risk management in operational planning and decision-making processes.

- Identify gaps in compliance knowledge and skills within the organization and provide recommendations for training; and develop and deliver relevant trainings, workshops and other capacity building initiatives on risk management and compliance internally and with partners;
- Assist in the coordination and the follow-up of audits and audit recommendations by taking appropriate action with key stakeholders to address any problems or difficulties arising from audit processes.
- Contribute to or lead inter-agency forums and discussions related to risk management and compliance.
- Meet the Country Director on a regular basis, or as requested; and prepare periodic compliance status reports for submission to the Country Director
- Prepare/contribute relevant inputs to reports and analysis as requested.
- Perform other related duties as assigned.

EDUCATION PROFESSIONAL WORK EXPERIENCE

- Minimum Bachelor degree in Business administration or management, or other related field
- At least 5 years progressively responsible professional work experience in compliance, risk management or audit required, preferably in an NGO setting.
- Familiarity of program grants rules and regulations.
- Excellent planning, management, and leadership, organizational and interpersonal skills.
- Professional proficiency in French, Creole and English (written and spoken)
- Information Technologie (MS Office, Internet)

Essential: Demonstrated high level of integrity, objectivity, impartiality and fairness. Very strong analysis and drafting skills.

Desirable: Professional qualification/certification in accounting, internal audit, fraud examination, public administration. General specific learning/training in the fields of evaluation, risk and program management. Knowledge of and working experience with NGO Risk Management frameworks.

How to apply

If you believe your qualifications meet the requirements, please submit applications in **one document** to the Human Resources Department to: hrstaffing@jphro.org **no later than April 15th, 2022 at 4:00 pm**

- Your resume
- A covering letter explaining your suitability against the essential criteria in the job profile
- Copy of diplomas

Only selected candidates will be contacted for interviews.