

TITLE: Internal Controller	
TEAM/PROGRAMME: SMT / Risk and Compliance	LOCATION: Port au Prince, Haiti.
GRADE:	CONTRACT LENGTH: Open-ended
<p>CHILD SAFEGUARDING: Level 2: <i>either</i> the role holder will have access to personal data about children and/or young people as part of their work; <i>or</i> they will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at ‘standard’ level in the UK or equivalent in other countries).</p>	
<p>ROLE PURPOSE: The role holder is responsible for facilitating and coordinating Risk, Internal Control and Compliance, Internal Audit and Fraud in the country office under the leadership of the Country Director.</p> <p>The role is a critical 2nd line of control for the organisation and requires independent and objective staff. The role report into the Country Director (CD) with a dotted line into the Regional Risk and Compliance Leader who has a dotted line into the Global Risk Director. The Regional Risk Leader will provide functional coaching/feedback and development to the individual and should be involved in their recruitment/ talent management/ objective setting processes.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal job description and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE: Reports to: Country Director Staff reporting to this post: None Direct: as per country organisation</p>	

<p>1. RISK IDENTIFICATION & ASSESSMENT –</p> <p>Provide functional expertise to <u>support</u> the country office risk identification and assessment processes. Utilise detailed knowledge of Board risk appetite to ensure that it is fully embedded and operationalised within the organisation. Individual will:</p> <ul style="list-style-type: none"> • Be country expert in SCI Risk Framework tools and techniques (including Jort/RMP/ Datix). • Provide expert insight and analyses to support to award risk assessments • Acts as a risk focal point with the rest of the SCI risk network • Facilitate risk management processes and sit on Country Risk Management Committee <p>2. RISK PREVENTION/ CONTROL & MITIGATION</p> <p>Provide expert support to ensure risk prevention measures are fit for purpose and context specific.</p> <ul style="list-style-type: none"> • Provide training to staff on key control and compliance risk prevention measures • Train staff/partners on FRAUD prevention training • Provide expert support on internal control/ mitigation design for new projects or processes • Provide Surge support for risk prevention expertise to major humanitarian incidents • Supports thematic staff during award kick and portfolio review meetings to clarify risks and expectation to the project manager <p>3. CONTROL & MITIGATION TESTING COMPLIANCE -</p>

Provide compliance checks/ audit reviews to provide assurance on key risk management controls'

- Annual workplan of compliance / spot checks/audit reviews on key management controls E.g. field office audits, vetting spot checks and findings analyses
- Review/attend key control meetings/ process and ensure that they are working & provide specialist input E.g. attending Finance Control Compliance meeting

4. INCIDENT RESPONSE/ INVESTIGATIONS (FRAUD/ MULTI FACETED) -

Provide independent reporting of risk, incidents & investigations

- Independent reporting of risk v appetite and management of escalations as appropriate
- Independent reporting of incidents in Datix that affect ability of an organisation to hit its objectives
- Lead /coordinator of fraud & support/ co-lead multi-faceted investigations
- Fraud – focal point/ investigator training
- Whistle blowing service provision & follow up
- Local owner of Datix system.

5. ACTION TRACKING AND ASSURANCE

- Track progress of risk actions so unit head can provide appropriate annual assurance on risks.
- Track audit/ investigation findings and ensure recommendations are embedded in risk management plans when required
- Coordinate assurance documentation and risk appetite status to complete RISK Assurance letter
- Support the country director in the annual letter of assurance process

SKILLS AND BEHAVIOURS (SCI 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:

- 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

None mandatory. Candidates are sought from all functional backgrounds.

EXPERIENCE AND SKILLS:

- Demonstrable experience at a senior level within both the commercial sector and large matrix INGOs as well as experience with child and adult safe guarding, safe programming, fraud prevention and harassment investigations is preferable in large matrix organisations.
- A strong understanding of international development/humanitarian work, humanitarian principles as well as the programming risks this entails to the affected populations and the organisation.
- Broad spectrum programme experience, with strong analytical skills
- Excellent business partnering and relationship building skills
- Proven ability to have a highly strategic focus, whilst dealing competently with operational matters
- The ability to understand and break down complex technical problems, both translating them into layperson’s terms as well as finding solutions which work
- Strong personal organisational and self-management skills with an ability to lead and work in teams and motivate others
- Experience of managing/ facilitating teams, as well as indirect relationships
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Willing to travel to support investigations or spot checks directly or to relevant attend events as required.
- Fluent in Creole, French and English language is required
- Commitment to Save the Children values

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties where reasonable in view of their level of skills and experience.

Equal Opportunities

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Child Safeguarding:

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.

JD written by:

Date:

JD agreed by:

Date:

Job Description updated By:

Date:

Evaluated:

Date: