



GOAL Haiti Job Description

Job Title:	Compliance & Partnership Manager
Job Location:	Port-Au-Prince with travel to field sites
Reporting to:	Assistant Country Director System (ACDS) or CD in absence of SD
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 Southwest department.

In the objectives to be compliant with every single donor that GOAL is dealing with, a process to recruit a Compliance Manager 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 role will also be responsible for maintaining a strategic liaison between GOAL Haiti with GOAL partners. The person will work across all departments including programmes, finance, logistics and HR and will work under the supervision of the Systems Director. She/he will be responsible 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 Report for HQ submission every 6 months, 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 will also support GOAL's internal audit function in coordinating and facilitating the collection of supporting evidence and documentation requested by Auditors for all GOAL Haiti programmes and Operations. 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 Systems Director the Compliance & Partnership Manager will handle the following tasks:
 - Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.
 - Coordinate and support periodic Internal Audits and establish Donor Compliance plans, scheduling and assigning work and estimating resource needs. This will be reviewed and reassessed at least every 6 months, in co-ordination with country management. Assist in implementation as required.
 - 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.
- Work closely with all staff to support the Roving Internal Auditor in the completion of audit reports, 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.
- 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
- Responsible for ensuring the global Anti-Terrorism and Sanction System is maintained with up-to-date functionality, and providing training, guidance and support where required to other departments.
- Prepare and review of enhanced due diligence for potential new partners including screening (ATSCs) where required and preparation of reports for management decision making.
- 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 Donor Compliance Reports and submit report on findings of same to HQ Compliance Department.
- Administration of Grant Management Meetings (This includes preparation of the yearly GMM schedule, review of sample finance, HR, Logs and programme documents and keep informed the responsible departments including senior management staff about the progress of compliance efforts, take and share the minutes etc...)
- 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.
- Participate in and plan meetings with partners and communities.
- Ensure that the relationship with partners is well established and implementation strategies are in place and defined.
- Reporting at the request of his/her superior
- Responsible for diagnostics, strengthening and partnership relating to OCBs and the various activities undertaken jointly with the various partners.
- Any other request made by the Systems Director

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, Partnership 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 and English both verbally and in writing
- Excellent computer skill in Microsoft Word, Excel 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 BHA, EU, UNICEF, IA, Bank of Ireland...
- 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.

Internal interesting candidacies with capacity to evolve in this position are recommended.

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.

Applications are also received by email at: hrhaiti@ht.goal.ie

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.