

20 January 2023

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Approved by
MOI 20/01/23



Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Audit, Risk and Compliance Coordinator (1 post)

Location: Juba

Reports to: Head of Audit, Risk and Compliance

Contract Period: 1 Year with possibility of extension

ROLE PURPOSE:

To provide an independent objective assurance and consulting activity designed to add value and improve the organisation's operation by using a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The main role is to conduct internal audits of SCI Country office programs spread across the Country as well as performing other duties in the absence of, or as delegated by the Head of Audit, Risk and Compliance.

KEY AREAS OF ACCOUNTABILITY:

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- Participate in annual audit planning for SCI CO based on risk assessments and communicate the audit Management of the operation been audited and to Senior Leadership Team (SLT).
- Support the Head of Audit, Risk and Compliance to identify and mitigate risk using tools that facilitate both field level and Country Office level risk analysis and mitigation.
- Perform risks-based audits (RBIA) of various organizational units (i.e. Finance, Supply Chain and Administration, and Human Resource) aimed at evaluating the adequacy of the systems of internal control and recommending improvements in controls in areas where deficiencies are identified.



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- Performing risk-based audits of grant funded projects such as EU, WFP, ECHO, UNICEF BHA etc.
- Carry out audit field assignments, sometimes for an extended period of time for such audits.
- Conduct Spot checks with the aim of monitoring the operations systems for compliance, by randomly checking processes.
- Preparing internal audit reports for presentation to management of the operation been audited with findings and issues identified during audits and giving appropriate recommendations.
- Support the Head of Audit, Risk and Compliance in conducting audit follow up to assess the action plans taken to resolve prior audit issues/findings.
- Participate in investigation into cases of alleged fraud and/or serious negligence as required, provide advice to management on corrective action, as appropriate and in accordance with Save the Children International's Fraud, Bribery and corruption Policy.
- Assist in in the development and delivery of workshops and presentations on fraud awareness to all Staff, Partner Organizations and Suppliers.
- Identify, develop and utilise appropriate audit, risk management and investigative techniques to achieve maximum efficiency and effectiveness under the supervision of Head of Audit, Risk and Compliance.
- Perform other duties as may be delegated by Head of Audit, Risk and Compliance.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in an area of accounting, auditing or Business administration or equivalent Internal Audit qualification (CPA, ACCA, CA, CIA, CFE, CISA etc) and/or other professional certification.
- At least 3 years recent professional experience in Internal Audit, Accounting, Risk management or Fraud Investigation. Experience in working for humanitarian, charitable or not for profit organisation.
- Good communication skills.
- Cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Strong results orientation, with the ability to challenge existing mind sets
- Ability to present complex information in a succinct and compelling manner
- Fluency in English, both verbal and written.
- Commitment to Save the Children values.

Only Female candidates are highly encouraged to apply

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:



- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated



We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

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.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 9th, Feb, 2023.



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