



Job Title: Senior Compliance Officer, jhpiego Sierra Leone
Reports To: Country Director
Location: Freetown

Jhpiego is a non-profit global health leader and Johns Hopkins University affiliate that is saving lives, improving health and transforming futures. We partner with governments, health experts and local communities to build the skills and systems that guarantee a healthier future for women and families.

Jhpiego is hiring for the position of Senior Compliance Officer for the Sierra Leone Country office. Working with all stakeholders, the Senior Compliance Officer will identify risks that hinder the achievement of Jhpiego's objectives, assess the adequacy and recommend appropriate internal control systems to reduce associated risks and test the compliance level of transactions as per donor, statutory and JHU/Jhpiego norms.

With the support and oversight of the Country Director or nominee, the Senior Compliance Officer will provide guidance, training, and compliance oversight in the areas of finance & administration, procurement, human resources and award/sub award management at country office and field office. The Senior Compliance Officer will work closely with Senior Management Team and all relevant departments/functions as required. The position reports to the Country Director or nominee.

Responsibilities:

- Work with the Country Director or nominee, Senior Finance and Operations Manager and other Jhpiego senior staff members to ensure that internal control processes and systems are adequate to minimize risks.
- Through technical assistance and spot-checking, verify that country programs comply with donor rules and regulations, applicable organizational policies and pertinent U.S. and host country laws.
- Develop an annual compliance review work plan based on the country office project portfolio to ensure full compliance coverage.
- Perform and document monitoring visits to sub recipients; and work with senior management and sub grantees to implement improvements, if required. Develop and maintain Jhpiego's program for monitoring and oversight of sub-recipients.
- Serve as a member on one or more of Jhpiego's Internal Compliance Reviews teams, as needed.
- Ensure strict adherence to country office practices and procedures.
- Update and report to the Country Director and other senior country office staff on the status of the implementation of internal compliance recommendations on a regular basis.
- Assist the Finance team in execution of all types of external audits and reviews including management responses and action to be taken.
- Assist the Finance team in conducting and documenting the annual Internal Controls over Financial Reporting review and questionnaire (ICoFR) requirement by statutory auditors.
- Assist in developing list of best practices for implementing and improving internal controls and regularly orient and train staff on best practices.



- Ensure compliance with US laws and regulations pertaining to disbarment and anti-terrorist laws and Sierra Leone laws.
- Immediately report gross misconduct or suspected fraudulent activities to the Country Director, Jhpiego's Chief Operating and Financial Officer.
- Conduct special investigations and analytical projects, as needed.
- Work on any other special projects as assigned by the Country Director.

Required Abilities/Skills:

- Knowledge of US Government donor rules and regulations.
- Strong interpersonal skills and a team player
- Ability to present information effectively and efficiently to senior management and concerned program managers.
- Ability to work with mathematical concepts as they relate to auditing and fiscal analysis to include accounting and budget.
- Reasoning ability to define problems, collect data, establish facts, and draw valid conclusions and also obtain inputs wherever needed.
- Excellent communication and interpersonal skills to work in a multi-disciplinary team setup; ability to establish
- Ability to interact skillfully and diplomatically with various counterparts.
- Sound judgment, ability to work independently, under pressure and to ensure confidentiality.
- Ability and willingness to travel internally and throughout the country. There could be a need to travel internationally and should possess valid passport.
- Computer literacy, particularly in the use of MS word, Excel and PowerPoint. Exposure to Quick Books is preferable.

Required Qualifications / Experience / knowledge:

- BSc in Accounting/ Auditing, Certified Internal Auditor is essential. At least 5 years of post-qualification experience along with relevant audit experience.
- Experience with International NGO or reputed audit firm is required. Work exposure to other developing countries is desirable.
- Good understanding of internal audit including international trends and best practices
- Excellent analytical and report- writing skills
- Highly motivated, energetic, independent self-starter with strong communication skills
- Demonstrate proficiency in IT particularly computer assisted audit techniques.
- Ability to travel nationally.

Jhpiego offers a highly dynamic and enabling work environment and provides competitive compensation based on experience and background.

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to: SL-Recruitment@jhpiego.org

Deadline for the submission of applications: 21st July, 2022. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.