

JOB VACANCY



Position Title: Team Leader – Risk and Compliance
Department: Risk and Compliance
Location: East Africa Regional Office (Based in Kampala, Uganda)
Reports To: Head of Risk & Compliance
Supervises: 1-2 direct reports

ABOUT CRS:

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need.

JOB SUMMARY: Play a key role in ensuring internal control and improving compliance with agency and donor regulations. Use established standards, policies, and procedures to assist program implementation. Lead and coordinate systems improvement initiatives and timely corrective actions, and oversee implementation of adequate internal control procedures for effective stewardship and management of resources.

KEY RESPONSIBILITIES:

- Lead Assignments- Systems Reviews/Audits/ Investigations & other projects as assigned by the supervisor.
- Manage and oversee and/or perform audits, internal control reviews and compliance assessment activities for CP and partners. Analyze findings and make recommendations to address identified control gaps.
- Manage multiple assignments and ensure key steps (planning, execution, reporting) are coordinated effectively with input from key stakeholders.
- Lead teams, coordinate, and provide professional advice with regard to internal control systems and financial compliance. Propose strategies to strengthen country office control systems and procedures.
- Develop/modify audit programs and tools for internal control reviews and compliance assessment.
- Effectively document and write reports on findings and recommendation to improve processes controls and systems.
- Perform special audits/investigations and effectively report the outcome to supervisor and CP management.
- Support EARO CPs on risk and compliance matters
- Provide support to CPs and ensure risk management and compliance systems and processes are aligned with Agency policies and procedures, donor regulations, and applicable local laws.
- Analyze operating context and recommend revisions to existing policies and procedures and/or new ones as appropriate.
- Demonstrate knowledge and be first point of contact for colleagues and management in various CPs on compliance-related issues.
- Assist CPs operations and program teams with risk

identification, analysis and mitigation.

- Periodically support various CPs to develop risk and compliance trends analysis.

Audit Liaison and support to CPs:

- Serve as the main contact person during internal and external audits: coordinate preparation activities; oversee and guide provision of support and documentation to auditors during audit; serve as a critical advisor to CP management on management responses, etc.
- Coordinate follow-up of recommendations & closure activities for both internal and external audits; support, monitor and verify audit closure; oversee that systems are in place to avoid recurrence of audit findings.

Capacity Building:

- Coordinate with the supervisor and CP management to identify knowledge and skills gaps and manage provision of capacity building interventions in the areas of compliance and risk management to staff and partners.
- Develop training materials; facilitate workshops and trainings as needed.

Supervisory Responsibilities:

- Manage and develop staff that can effectively discharge the mandate of the Risk & Compliance function
- Ensure responsibilities and performance expectations are clearly communicated.
- Ensure effective delegation of duties and tasks.
- Organize assignments and tasks, expectations in a way that fosters opportunities for staff to learn and develop.
- Manage self and team development by providing coaching, feedback, mentoring, support, resources, and reinforcement.
- Complete all aspects of the CRS Performance Management system on time and effectively to create a high-performance culture and a positive work environment. Deal effectively and promptly with performance issues.
- Process and authorize all administrative documents related to personnel management, such as Timesheets, TEVs, Leave Requests, etc.

KEY WORKING RELATIONSHIPS:

Internal: All CP staff but most frequent contact is with CP Senior Management Team, Program Managers, Department Heads, Regional Finance Officer, HQ Compliance Advisors, and HQ Internal Audit Team.
External: CRS partners; external auditors; donor representatives.

MINIMUM REQUIREMENTS:

- Qualifications and Work Experience:
- University Degree in Accounting, Finance, Risk & Compliance or related field or equivalent work experience (A certification in the field will be an advantage, e.g. CPA, CIA).

- Minimum 7 years' professional experience in audit, finance, accounting, or grant management position.
- Fast experience with big audit firms an advantage.

Knowledge and Skills:

- Excellent influencing skills, diplomacy, tact and ability to obtain cooperation of individuals not under supervisory control.
- Experience and ability to recommend value added solutions.
- Strong inter-personal skills.
- Experience with internal control, Audit & financial systems review.
- Previous experience working with institutional donors (e.g. USAID, EU, UN) preferred.
- Knowledge of CRS policies and systems highly desirable; understands financial impact of activities.
- Skilled in collecting, synthesizing and analyzing data.
- High level of language proficiency in English (speaking, reading, and writing); able to make oral presentations and write clear reports.
- Ability to deliver training and prepare training materials will be an asset.
- Self-motivated and able to deliver without close supervision.
- Persistent and resolute.
- Experience in auditing USAID-funded projects is an added advantage.
- Ability to use MS Windows and MS Office packages (Excel, Word, PowerPoint), Accounting Applications.

AGENCY-WIDE COMPETENCIES (for all CRS Staff)

- These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.
- Serves with Integrity
 - Models Stewardship
 - Cultivates Constructive Relationships
 - Promotes Learning

TRAVEL REQUIREMENTS:

Approximately up to 50% travel.

DISCLAIMER CLAUSE:

This job description is not an exhaustive list of skills, effort, duties and responsibilities associated with the position. CRS' recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. "I understand that CRS takes all allegations of abuse and exploitation seriously. Abuse or exploitation of children or vulnerable adults is grounds for immediate dismissal." **NOTE:** Please submit cover letter, CV and three work references (names and contact information only) to ug_recruitment@crs.org by **October 6th, 2017.**

ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED. EOE/M/F/D/V