



HR firm

SPECIALIST OF THE HUMANITARIAN SECTOR

IS RECRUITING ON BEHALF OF



HANDICAP INTERNATIONAL

A COMPLIANCE SPECIALIST AFGHANISTAN INTERNATIONAL POSITION

Would you like to join an NGO specializing in providing access to humanitarian aid the most vulnerable people?

Are you specialized in compliance and risk management?

Would you like to make a contribution to humanitarian aid in Afghanistan?

THE JOB IS FOR YOU !

Contract duration 12 months

Duty Station Kabul, Afghanistan

Minimum Experience 5 years

Date of start ASAP

Deadline to apply 10/02/2023

About

HANDICAP INTERNATIONAL

Handicap International is an independent international solidarity organization that intervenes in situations of poverty and exclusion, conflicts and natural disasters.

We are specialized in humanitarian aid to people with disabilities and vulnerable populations. Our mission focuses on improving their living conditions and promoting respect for their dignity and fundamental rights.

With more than 4,000 employees around the world, we operate in dozens of countries, on 4 continents. In our areas of intervention, we work in direct implementation, and we provide a multi-sectoral humanitarian response to refugee, displaced or disaster-stricken populations.

Context of the position in Afghanistan

Afghanistan is one of the most polluted countries in the world by explosive remnants of war. Basic services such as health and education are insufficient, sometimes even non-existent. For several months, the population has been facing a deep food crisis.

HI has been working in Afghanistan since 1987. In 1996, HI built a rehabilitation center for people with disabilities, including mine victims, in Kandahar. This center provides physiotherapy services, and houses a prosthetics and orthotics manufacturing workshop.

HI is also a key player in promoting and defending the rights of mine survivors and people with disabilities as a whole. It promotes their acceptance and integration into society, and improves their access to medical and other basic services by providing technical support to Afghan authorities and other key actors.

HI conducts mine awareness activities, provides rehabilitation services, trains local Ministry of Health staff and supports health facilities. HI contributes to improving the quality of rehabilitation services by developing a program and training courses for physiotherapy professionals based on recognized international standards. Finally, HI also provides community psychosocial support (PSS) and home-based emergency rehabilitation services in key districts.

Your main responsibilities

Under the responsibility of the Country Director Afghanistan, the Compliance Specialist contributes within the country where he/she is based by ensuring compliance with internal and external regulations and risk management throughout all HI mission's programming. He/she ensures development of compliance and risk frameworks and their consistent application across the different bases and programmes. He/she puts in place sound control mechanisms and conducts regular visits and spot-checks. He/she shares with all HI managers the responsibility of a sound management and successful functioning of the global organisation.

Internal and External Audit Management

- Lead the preparation of internal and external audits and follow-up support on the timely implementation of audit findings and action plans
- Lead the due diligence process and partner assessment exercises as needed

Capacity Building

- Instill a strong culture of compliance by providing on-going training, capacity building and advice to staff and partners as needed
- Evaluate the adequacy of internal controls, policies and procedures in place and provide recommendations for improvements

Transparency, Risk and Compliance Management

- Provide oversight across all office functions (support services and programmes) to ensure compliance with internal HI policies and procedures, local laws and donor regulations
- Provide regular support to other departments including Support Services, Operations and Grants Management to review projects and grants documentation, partners' documentation and ensure alignment with grant agreements and contracts
- Lead the development of risk and incident reports in close collaboration with Operations, Security and/or Grants Management, as relevant.
- Monitor compliance in the implementation of policies, procedures, guidelines and best practices through regular spot-checks, reviews and field visits
- Provide timely feedback on issues of non-compliance, best practices and lessons learnt, and ensure the involvement of HQ support as needed
- Lead the development of new/improvement of existing risk and compliance tools and measures in line with HI Global Standards, putting in place frameworks for both in-person and remote management
- Support in the investigation of allegations of suspected fraud and misconduct and provide evidence based reports
- Support records management and archiving processes to assist with the proper filing of documentation
- Conduct monthly checks and monitor the overall influx of documentation developed by Operations and Support Services teams
- Support Grant Management in grant agreements and/or contract reviews prior to signature

Your profile

- Bachelor's degree or Masters in audit, finances, or international studies
- 5 years minimum experience overseeing support departments and working on compliance and risk management, risk analysis, compliance, audit or related fields in the humanitarian sector
- Previous experience working in fast-paced environments, under pressure and in sometimes challenging working conditions
- Fluency in oral and written English

Details of the conditions

- Basic monthly gross salary at 2757€ + per diem of 674,60€ + hardship allowance of 500€ per month.
- RNR: 5 days every 8 weeks with payment of a plane ticket at a maximum of 300 euros AR during the period of the contract.
- Health coverage
- Medical cover
- Repatriation insurance
- Good living conditions

LOOKS LIKE YOU ?

To send your application (CV + cover letter) (before **the February, 10th, 2023**)
please go to: <https://www.handicap-international.fr/fr/emploi>

**Humanitalents reserves the right to process applications before the closing date mentioned above*