**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | **Compliance Officer** |
| **Company:** | Self Help Africa |
| **Location:** | Dublin, Ireland (Office based min 2 days per week) |
| **Contract type:** | Full time / permanent.  |
| **Hours:** | Monday - Friday, 37.5 hours per week.  |
| **Reports to:** | Risk and Compliance Manager. |
| **Salary:** | €40,000 - €44,000 p.a. |
| **Organisation overview:** | **About Self Help Africa & United Purpose** In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.This merger doubled our size and reach – and means that in 2022 we implemented poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance. In 2022 our work reached more than six million people and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation, and hygiene. This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **Job Purpose:** | This is a fascinating career opportunity to join a dynamic, growing not-for-profit organisation in a new role within the Risk and Compliance team. Working closely with the Risk and Compliance Manager, you will provide support to the Gorta Group entities including country programmes, be a trusted advisor and add value that will assist in key decision making. Critical to success is detail orientation as well as an ability to clearly communicate your message and deliver information in a timely and user friendly manner. Reporting to the Risk and Compliance Manager, you will play a supporting role in risk management, the development and maintenance of organisational policies and procedures and the promotion of a compliance culture and knowledge sharing throughout the organisation.  |
| **Key Responsibilities:** | **Compliance – Policies and Procedures** Support the Risk and Compliance Manager in the development and/or the revision of new / existing policies, procedures and contract templatesEnsure all approved policies, procedures and contract templates are easily accessible by all staff and relevant partners, including training materials; create and maintain a database of all policies and proceduresSupport the development of quality materials for workshops on compliance with internal policies and procedures and external compliance requirements Disseminate policies and procedures, and deliver upon requests for training workshops and/or external compliance requirements live or remotely. **Donor Compliance*** Keep up to date with donor rules and regulations. Attend donor training and fora as appropriate
* Support the development of guidance and tools for all teams on donor regulations

Support the development of quality materials for training workshops on donor regulationsDeliver upon request trainings on donor regulations to staff and partners live or remotely* Ensure all training materials, guidance and tools are easily accessible by all staff and relevant partners and kept up to date

Support the Risk and Compliance Manager in advising management team, staff and partners on donor compliance queries * Support the Risk and Compliance Manager in the review of donor contracts, providing feedback and rewording of clauses in relation to areas of risk.

**Risk Management**Support the Risk and Compliance Manager in ensuring Risk Management policy and processes are consistently implemented, promoting a culture of risk awareness throughout the organisationSupport the Risk and Compliance Manager in consolidation of group and individual country/subsidiary risk registers for management and Board meetings.**Compliance Assurance** * Support the Risk & Compliance Manager in the management of feedback and complaints cases including the investigation process, tracking of actions to resolution and reporting

Support the development and maintenance of a compliance reporting system and dashboards for our various teams and management as required Support the monitoring and verification of internal controls and compliance given internal and/or external requirements * Support the Risk and Compliance Manager in the enhanced due diligence of potential new donors, partners and other stakeholders

**Company Secretarial Duties**Support on company secretarial work as required**Also:**Ad hoc Risk and Compliance duties, projects and responsibilities as requiredNetwork with fellow Risk and Compliance professionalsAd hoc visits to country programmes and the preparation of trip reports. |
| **Key Relationships:** | **Internal*** Risk and Compliance Manager (line report)
* Risk and Compliance team members
* Finance team, in particular Programme Finance Accountants
* Programme team, in particular Program Support Coordinators and Programme Funding team
* Country Teams
* Other HQ Teams

**External*** Other INGOs
* Partners
* Institutional donors
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| **Knowledge, Experience and Other Requirements** | **Essential*** 2-3 years in an Audit/Compliance/Regulatory/Risk Management/Quality Assurance Function
* Excellent verbal and written communication skills
* Excellent attention to detail and organisational skills
* Experience and demonstrated ability to communicate technical requirements in an accessible manner
* Willingness to travel to programme countries

**Desirable** * Experience in an International Non-Governmental Organisation a distinct advantage
* Skills in Irish/UK/EU law advantageous
* Experience of corporate governance an advantage
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*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Garda vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**