

DEADLINE : 17 May 2024

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 5 MONTHS /MATERNITY COVER
CONTRACT

NO OF REQUIRED EMPLOYEES: 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: DAMASCUS

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

GENERAL OBJECTIVE

The following tasks lies on the Compliance Officer Responsibility and the Compliance Manager holds accountable.

- Internal/External Audit
- Compliance
- Department General Tasks

RESPONSIBILITIES AND TASKS

1- Internal/External Audit:

- Serves as the focal point for HQ internal audit/ Donor external audit: liaise with auditors to define and document audit information needs and coordinate with relevant functions to secure the needed supported documents.
- Develop Audit Tracker to compile audit findings and monitor the implementation of the agreed corrective actions.
- Identify loopholes and recommend risk aversion methods.
- Ensure complete, accurate and timely audit information is reported to the line manager.
- In conjunction with Compliance Manager, present major audit results and recommendations to relevant parties.
- Conduct spot check on relevant department to gather evidence of compliance against the agreed corrective actions.

2- Compliance:

- Maintain live inventory of internal/external compliance requirements and update it, as needed.
- Address noncompliance issues in conjunction with the line manager.
- Contribute to accountability across the organization, prepare comprehensive reports summarizing the status of compliance against applicable rules and regulations.
- At the Direction of HOM and coordination with Compliance Manager, frequent travel between PUI field offices to conduct different compliance activities such as spot check, compliance verification visits etc.
- Conduct an analysis of information pertaining to various compliance-related functions as directed by the Compliance Manager.
- With the support of the Compliance Manager, participate in coordination meetings and present the input of the Compliance department.

3. Department General Tasks:

- Provide support in the development of the department Standard Operating Procedures (SOPs), reports and presentations, as needed.
- Provide weekly follow up on all department related activities.
- Promote and share ideas for improvement.
- Contribute to ideas on enhancement of adequate internal control systems with clear accountabilities, including Compliance and risk management systems, monitoring and oversight processes and techniques, tools, processes to support their implementation.

Qualification:

- **Education**
University degree in Law, International studies, Business, Finance, or other relevant fields.
- **Professional Experiences:**
three years post graduate relevant professional experience. Knowledge in humanitarian sector is highly desired.
- **Knowledge and Skills**
 - Excellent in MS Office
- **Languages**
 - Arabic
 - English fluently in oral and written.
- **Desired experiences for entry into the role:**
 - Assessing and Interpreting Risks
 - Monitoring and Reporting.
 - Analyzing data/information.
 - Auditing.
 - Finance and accounting.
 - Donor Compliance.

➤ **Behavioral and social competencies:**

- Teamwork skills.
- Empowering and building trust.
- Common sense and judgment.
- Initiating action and change.
- Detail-oriented.
- Emotional intelligence
- Sense of Humor

Dear Applicante,

To apply for this Vacancy, please click on the below link:

[PUI SYRIA- APPLICATION FORM COMPLIANCE OFFICER, Based in Damascus "MATERNITY COVER CONTRACT " \(google.com\)](#)

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

We strongly encourage qualified female candidates to submit applications for the position.