About CARE International
CARE is a global leader within a worldwide movement dedicated to ending poverty. We are known everywhere for our unshakeable commitment to the dignity of people. CARE works around the globe to save lives, defeat poverty and achieve social justice. We seek a world of hope, tolerance and social justice, where poverty has been overcome and all people live with dignity and security. We put women and girls in the centre of our work because we know that we cannot overcome poverty until all people have equal rights and opportunities. CARE has been working in Uganda for 50 years and in 2019/2020, we improved the lives of 2.6 million people (60% women). Our goal for the next five years is to reach ten million people, through our gender transformative, resilience building, and lifesaving programs. CARE International in Uganda seeks to recruit a highly motivated and qualified professional to fill up the following position:

1.Risk and Compliance Officer, 1 Position, Location: Kampala

Job Summary
The Risk and Compliance Officer will support the Grants Section in effective risk management and compliance to donor regulations and overall CARE policies and procedures, thereby improving risk culture and integrity in CARE Uganda. He /She will advise the Head of Grants and Compliance of any potential risks that may affect the reputation, safety, security, delivery of grant obligations and related financial exposure of the CARE Uganda.

Application Procedure:
Candidates who are interested in the above job should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees only through our recruitment email: (ugarecruitment@care.org)clearly indicating the job title in the email subject. CVs will be received until 13th July, 2020. For any questions please call our office on 0312258100/150

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER. Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process

N.B: Refer to the Job description below for more details about the job
I) Job Summary:

The Risk and Compliance Officer will support the Grants Section in effective risk management and compliance to donor regulations and overall CARE policies and procedures, thereby improving risk culture and integrity in CARE Uganda. He/She will advise the Head of Grants and Compliance of any potential risks that may affect the reputation, safety, security, delivery of grant obligations and related financial exposure of the CARE Uganda.

The incumbent shall assist in reviewing the adequacy of risk management and compliance systems, structures, procedures and capacities across the CARE partner operations (sub-recipients), and support development and delivery of measures as appropriate for their strengthening. S/he will be seen to lead, innovate and be responsible for:

1. Supporting the CO programs accomplish their objectives by evaluating, in a systematic and disciplined way, the effectiveness of risk management, control, and governance.
2. Determine compliance with selected policies, procedures, donor requirements as well as local laws and regulations. Perform special reviews and due diligence as requested.
3. Make recommendations to the HoG and Sub grantees that will increase efficiency and/or effectiveness of the control systems of functions reviewed.
4. Liaise with sub grantee management teams to identify and remediate organizational gaps identified during compliance audits and assessments as well as ensuring internal processes and policies relating to compliance are instituted, understood, and maintained.

The position reports to the Head of Grants and Compliance. S/he collaborates closely with program and support staff.

II) Key Responsibilities and Tasks

Job Responsibility #1: Risk management 40% of time

- Support in Risk Identification, Analysing and Evaluating, Treating/Responding and Monitoring
- Prepare compliance activities, short and long-term plans and annual budgets for the compliance activities. Undertake the comprehensive compliance activities of the donor contracts (and sub grantees). Based on the same conduct focused compliance audits on topics of concern.
• Identify potential areas of compliance vulnerability and risk; develop / implement corrective action plans for resolution of problematic issues; and provide guidance and advice on how to prevent or address similar situations in the future.

• Understand the root cause of various risk/ exposures and provide crisp and precise guidance to the organization regarding the execution of compliant business practices and activities.

• Evaluate and contribute to the improvement of risk management, control and governance process in the following areas:
  o Compliance with internal policies and external regulations.
  o Accomplishment of operational objectives
  o Reliability and integrity of information
  o Efficiency of processes.
  o Safeguarding assets from loss and misuse.

• Ensure that HoG is immediately notified of concerns or reports of violations relating to accounting, internal controls, auditing, regulatory, or financial matters; violations relating to sub grantees; or violations of any of the policies that are designed to ensure ethical operations of the grants;

• Propose changes in the policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal or improper conduct;

• Conduct training and education programs for internal policies, donor requirements and applicable government laws and regulation changes and topics identified as potential risk areas.

Job Responsibility #2: Compliance management  

35% of time

• Prepare compliance activities short and long-term plans and budgets for the compliance activities related to Sub-grantees

• Support comprehensive compliance activity of the grants operations and conduct focused compliance audits on topics of concern.

• Identify potential areas of compliance vulnerability and risk; develop / implement corrective action plans for resolution of problematic issues; and provide guidance and advice on how to prevent or address similar situations in the future.

• Support training and education programs for internal policies, donor requirements and applicable government laws and regulations, changes and topics identified as potential risk areas.

• Provide appropriate recommendations to ensure the compliance with Donor’s requirements, legally and ethically bounded internal and external regulations.

• Prepares and shares the quarterly reports on significant risks, compliance and management issues and makes recommendations for appropriate action.

• Works with Sub-recipients to improve their compliance.

• Follow up or/and assist in implementation of the Internal and External auditors’ recommendations.

Job Responsibility 3: Capacity Building of Sub-Recipients & Program Staff  

20% of time

• Ensure CI Procurement, Property Management and administration, Agreement and Sub agreement policies and procedures are understood and complied with.

• Support the Orientation and refreshers for staff (CARE and Partner staff) in grants management and key compliance issues

• Work with CO grants leadership on tailored trainings and support the design of tools and procedures.

• Share lessons Learned

Job Responsibility #4: Promote Gender Equity and Diversity and Safeguarding practices  

All the time

• Practice a behaviour that is consistent with CARE’s core values, and promotion of gender equity and diversity goals;
• Plays a champion/change agent role in identifying and implementing initiatives that enhance CARE’s commitment to gender and diversity.
• Be a champion/change agent and ensure CARE Safeguarding policies and procedures are adhered to by our partners and the staff that S/he works with both directly or indirectly.
• Where possible make appropriate recommendations to CO management on enhancing prevention strategies. This could include collecting and analysing information on actual/potential risk factors for vulnerability to sexual harassment, exploitation and abuse and elaborating measures to address them.

Job Responsibility #5: Perform Other Duties as Assigned (including) 5% of time

• Perform other duties as assigned by supervisor.
At least Bullet two other responsibilities that they might be tasked with e.g. supporting the budget and planning process or Auditing processes or something that is not directly in their docket.

II) Competencies
Excellence: Sets high standards of performance for self and/or others; successfully completes assignments; sets standards of excellence rather than having standards imposed; ensures interactions and transactions are ethical and convey integrity.
Integrity: Maintains social, ethical, and organizational norms; firmly adheres to codes of conduct and ethical principles inherent to CARE.
Communicating with Impact: Diplomatically, logically and clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the recipient/audience and helps them understand and retain their message.
Facilitating Change: Supports and manages the change process at CARE Uganda by developing a culture affirmative of change; encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.
Strengthening Partnership: Identifying and utilizing opportunities within and outside of CARE Uganda to develop effective strategic relationships between one’s area and other areas/departments/units or external organizations to achieve CARE’s objectives.
Management Excellence: Makes the connection between values and performance. Influences the performance of others, and ultimately, the performance of the organization. Sets direction, coaches & develops, promotes staff wellness & safety, practices & promotes compliance, models gender equity & diversity, communicates effectively.
Developing Teams: Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitates the completion of team goals.
Diversity - Promoting, valuing, respecting and fully benefiting from each individual’s unique qualities, background, race, culture, age, gender, disability, values, lifestyle, perspectives or interests; creating and maintaining a work environment that promotes diversity.
Adaptability - Expected to well adjust with the country, the CO operating environment and with the Project team to function effectively and efficiently.
Coaching - Ability to demonstrate to enhance skills and capacity of staff working in the field and office for them continue to serve CARE in the future program activities.

IV) Qualifications (Know-How)
a) Required:
• Excellent written and oral communication skills, with a fluent writing style and good knowledge and practical use of English.
b) Education/Training Required
• University degree in Accounting/finance, accounting, or related area from a recognized institution;
• Must be member of ICPAU
c) Experience Required
• Minimum 2 years of experience in auditing, compliance with working knowledge of classical compliance techniques and tools including problem solving, corrective action and auditing.
  d) Desired
  • Experience working in international NGO is desired;
  • Experience in applying audit and compliance principles to NGO settings;
  • A post Graduate qualification in a related field is an added advantage.

V) Technical Skills Required:
• Knowledge of Risk Management (Audit, Compliance, Finance and Procurement)
• Proven ability to achieve and maintain a compliant organizational culture by partnering to provide practical standards of compliance that can be implemented and adhered to;
• Knowledgeable and connected in financial management system, knowledge of PeopleSoft will be an added advantage;
• An approach to mirror our core values: commitment, accountability, respect, effectiveness and diversity;
• Capacity building and facilitation skills
• Ability to work and communicate with a range of stakeholders
• Operational experience including planning, development and implementation of operational activities;
• Demonstrated experience with donor rules and regulations in relation to risk management and mitigation
• Proficient in Computer with knowledge in Microsoft Office Suite, Internet usage;
• Excellent written and oral communication skills, with a fluent writing style and good practical use of English.
• Firm belief in teamwork, gender equality, sensitivity to HIV/AIDS, conceptual understanding of participatory approach and sustainable development.
• Demonstrated ability to plan and monitor workflows and performance in a complex environment
• Ability to produce high quality work and balance competing priorities within demanding timeframes
• Good understanding of fund accounting and financial analysis
• Excellent planning, organizational, analytical and decision making skills;

VI. FREEDOM TO ACT
A) General Accountability
The incumbent’s decisions are contributory in terms of maintaining organizational policies and procedures.

VII. CONTACTS/KEY RELATIONSHIPS.
The incumbent is expected to work in close collaboration with the Head of Grants, Staff in Program, Grants and Finance Units ad well as Sub grantees /Partners.

VIII) Working Location.
The position is based in Kampala.

IX) Expected percentage of time travelling
Travel to other parts of the country (estimated at 40% of work time) is a core requirement of this position. Occasional travel outside Uganda may be necessary.

Job holder’s Signature: __________________________ Date: _______________
Immediate Supervisor’s Signature: __________________________ Date: _______________
Next Level Supervisor Signature: __________________________ Date: _______________