

Preliminary Job Information

Job Title	COMPLIANCE OFFICER
Reports to (line manager)	HEAD OF MISSION
Technical Referent	HQ COMPLIANCE & AUDIT MANAGER
Interfere with	ALL DEPARTMENTS (OF WHICH HE/SHE IS INDEPENDENT)
Country & Base of posting	LIBYA (BENHAZI), BASED IN TUNIS (TUNISIA)
Creation/Replacement	Creation
Duration of Contract	6 months

General Information on the Mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 200 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is assisting around 7 million people in 22 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Crisis context

After an armed and civil uprising ended Muammar al Gadhafi's regime in late 2011, the authorities have had difficulties to address pressing security issues, reshape the country's public finances, or create a viable framework for post-conflict justice and reconciliation. Thus, since 2014, non-state armed groups have disrupted Libya's political transition. In 2018, continued political instability, ongoing-armed conflict in Libya, particularly internal struggles between local militias, and the collapse of economy, have led to deteriorating living conditions and reduced access to essential services in most of the country. Civilians continue to suffer from unsafe living conditions, with little or no access to health care services, essential medicines, safe drinking water, shelter and education.

In 2019, the whole population is still affected by the armed conflict and the lack of a functioning government, and 823 000 people will still need humanitarian assistance (including 554,000 people in need of health care services) throughout the whole assessed territory in Libya. The complex humanitarian crisis is primarily driven by the absence of the rule of law, lack of access to basic services, displacement of population, the collapse of the economic system and the financial crisis. On April 4th 2019, the Libyan National Army (LNA) under the guide of General Haftar, announced the beginning of a large scale offensive against the Government of National Accord (GNA) in Tripoli. Soon after, the southern neighbourhoods of the city were engulfed in the conflict. To date, continued clashes, involving the use of heavy weaponry and airstrikes, affected 500,000 people, and displaced over 100,000 people within the Libyan capital, to the neighbouring cities, and, more recently to Tunisia.

Migrants, refugees and asylum seekers stuck in detention centres (DCs) represents another significant vulnerable group in Libya. Estimated to be around 700,000 to 1 million, they are among the most vulnerable population in the country and are currently facing acute needs. This includes an estimated number of migrants in 55 DCs of 5,000 to 7,000 people at the end of 2018. These persons, including both asylum seekers and refugees, have been consistently identified as being the most vulnerable individuals throughout Libya for several reasons. In particular, they are identified as having reduced access to, and availability of life-saving assistance. Additionally, various report show that refugees and asylum seekers in Libya face significant protection concerns, with their status making them particularly vulnerable to abuse, marginalisation, and exploitation. Those who move through the country are exposed to widespread abuses and human's rights violation along the route. Due to their irregular status, lack of domestic support networks, impunity for crimes committed against foreign nationals, racism, xenophobia and policies linked to the control of mixed migrations flows in Europe, they are highly vulnerable and in need of humanitarian assistance.

PUI in Libya

PUI Libya mission has started implementing operations in East of Libya (Benghazi area) in 2017 and developed an emergency health response that provides primary health care services to the most vulnerable population. PUI's intervention focuses on health care through the deployment of Mobile Health Teams (MHT) delivering direct services to internal displaced populations, the host communities, migrants, refugees and asylum seekers.

In 2018, PUI has also enhanced its strategy of intervention. Although the focus remains health and direct service delivery, it includes other related sectors and approaches to ensure an integrated response. Thus, PUI conducted several rehabilitation projects in order to allow the reactivation of primary health care centres and the functioning of the Al Jalaa Hospital's emergency room (the main trauma centre of Benghazi). Additionally the rehabilitation projects also led the restarting of a water pumping station in a conflict-affected area of Benghazi and the reactivation of the only laboratory providing drugs and food quality testing in the eastern Libya. Rehabilitations within the refugee's detention centres have also been implemented to meet the Wash minimum standards for the detainees

In 2019, PUI started a new project called "Evidence Based NCD care, a model for PHC in Libya" with the objective to enhance access to Non-Communicable Disease health services. The project aims to support to 2 health facilities for a total reach of 2,000 patients, who will benefit from the services. On the same year, PUI opened an office in the Al Kufrah region (southeast Libya) in order to ensure a continuous access to essential care for all the rural communities who are living in conditions of vulnerability.

More recently, PUI is working on the reinforcement of the local emergency response capacity through the participation in the development and the implementation of a Health Rapid Response Capacities in Benghazi city, including passive monitoring (EWARS) and deployment of PUI teams for rapid assessments and to support the national emergency response in case of confirmed alert.

Due to the security context, the majority of the humanitarian intervention in Libya are being managed remotely from Tunis.

Configuration of the mission

BUDGET FORECAST 2019	3 800 000
BASES	COORDINATION IN TUNIS & OPERATIONAL BASES IN BENGHAZI AND AL KUFRA
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	46 (43 in Libya and 3 in Tunis)
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	ECHO + UNHCR+ EU Delegation
ACTIVITY SECTORS	Health and Psychosocial support, Rehabilitation & Early Recovery
EXPATRIATE TEAM ON-SITE	Tunis Expat team based permanently in Tunis: Head of mission, Deputy Head of Mission Program, Medical Coordinator, Basic Need Response Coordinator, Admin / Fin coordinator; Logistics coordinator, and Humanitarian Affairs Officer. Benghazi Expat team based in Benghazi (and temporarily in Tunis): Field Coordinator, Deputy Field Coordinator - Programs, Deputy Field Coordinator - Support.

Job Description

Overall objective

The Compliance Officer's objective is to initiate, coordinate and follow-up on risk reducing measures linked to the non-compliance with PUI's internal procedures and donor guidelines, to make sure that quality standards are met in the implementation of humanitarian intervention;

The Compliance Officer (CO) will work closely with all Mission Support departments (Logistics, Administration and Finances, Human Resources and cross cutting coordination) for the identifications of gaps, corrective measures to be taken to upgrade the standards in terms of internal processes, also basing on the existing recommendations from external sources (external audits, grants requirements, partners' best practices);

As such, He/She is responsible for creating an environment of continuous learning and improvement by providing recommendations based on assessments and evaluations of PUI's documentation and internal processes, as well as monitoring the quality and timely implementation of those recommendations;

He/she will also be the technical referent for the two bases in Libya (Benghazi and al Kufra) about standards to be reached in terms of controls, processes, compliance to PUI procedures and donor procedures and good practices.

Tasks and Responsibilities

A. **Compliance**

- Makes sure that all organization and missions standards are implemented. Where donor regulations are more stringent than internal regulations, compliance with donor regulations have to be monitored as well.
- Centralizing recommendations of external partners on process improvements
- Monitoring action plans implementations along with coordinators in order for relevant recommendations to be implemented in a realistic timeframe.
- Generally ensure that accountability and transparency are at the heart of Mission spirit and practices.

B. **Audit**

- **Leading internal audit** : coordinates the monthly check as part of the HQ internal audit system. Reviews the documents and offers recommendation based on the quality of the document, and for mitigation processes in case file is not complete.
- **Internal Audit follow-up** : on a formal and regular process, He/She will ensure that HQ recommendations are implemented, and will report to HoM and HQ compliance and audit manager;
- **Preparation of external audits**: liaising with Admin Coordinator, Logistics Coordinator, and Deputy Head of Mission for Programs, He/She prepares external audit and is the focal point of the mission for auditors.

C. **Anti-fraud & Corruption**

- He/she is the mission focal point for fraud and corruption prevention and early detection. At such he/she receives formal complaints and convenes the Anti-fraud and anti-corruption committee in order to treat cases.

Specific objectives and linked activities

1. **Ensure the compliance system is properly displayed at mission level**

- ▶ Makes sure that all organization's and mission policies are properly displayed, understood and applied consistently at coordination and field offices level;
- ▶ In link with coordinators and HQ compliance manager, establishes quarterly action plans and priorities;
- ▶ Based on observations or upon HoM requests, supports development of recommendations for processes development and improvement;
- ▶ Makes sure that Code of Conduct, Child Protection, PSEA, anti-fraud and corruption policies are properly displayed, understood and applied;
- ▶ Makes sure that PUI internal rules and purchase procedures are compliant with donor's requirement
- ▶ Ensure national and local legislation follow-up: in link with FAC and HoM, make sure that the Libyan and Tunisian national and local legislations are well followed (tax exemption, VAT, social security, labour law etc.)
- ▶ On a monthly basis, he/she provides a monitoring report to all coordination team, raising main priorities;
- ▶ With the support of HoM, he/she proceeds to regular checks at coordination and base level and provides a report.
- ▶ Provide timely supplementary control of compliance documentation (procurement files, tenders, financial documentation)

2. **Is the focal point for the anti-fraud and anti-corruption policy implementation**

- ▶ Briefs all staffs and new recruited staffs on the anti-fraud and anti-corruption policy;
- ▶ Is the focal point for all alerts raised on this regards; and convenes the anti-fraud anti-corruption committee to discuss further actions;
- ▶ Is the lead of the investigation team for alert raised, reporting back to the committee for guidance and decision;
- ▶ Reports to the HoM about investigation mechanisms and investigation findings.

3. **Provide recommendations for compliance processes improvement, contribute to the establishment of a culture of learning and quality**

- ▶ Verify the knowledge and understanding of internal and donor procedures and processes and recommend trainings if necessary;
- ▶ Lists recommendations made by external partners (consortium partners, donors) in terms of process improvements and compliance requirements;
- ▶ Based on this recommendations, he/she proposes to the HoM, coordinators and HQ Compliance Manager, process improvement;
- ▶ Suggest measures for mitigating financial risks, and implement a mitigation strategy
- ▶ Carry out trainings / information sessions on audit, risks, donor guidelines and related subjects as required / requested by the departments;
- ▶ Once approved by the coordinators, He/She monitors the implementation of recommendations at coordination and field level; He/She supports departments to develop action plans to address recommendations and holds them accountable to them, with the support of HoM as necessary.

4. Carry out internal audits in compliance with the annual audit plan and standard procedures

- ▶ In collaboration with all departments, prepares and implements an audit plan identifying risks and priorities;
- ▶ Proceeds to spot checks and presents results and recommendations of it to the HoM, concerned Mission coordinator and HQ Internal Audit;
- ▶ Facilitates the monthly checks requested by HQ, consolidates the documents and proposes mitigation measures or recommendations based on the quality of the documents provided;
- ▶ On a monthly basis, shares internal audit reports to the Audit and HQ Compliance Manager;
- ▶ Review final financial documents on a monthly basis against accountancy and timely notify the head of finance and logistics departments for any corrective action to take.

5. Coordinate and act as focal point for external audits

- ▶ Lead/coordinate the preparation of external audits at coordination level and in the field;
- ▶ Prepares the external audits: present the Mission to auditors, shares the requests for documentation to the coordinators, centralizes the feedback and presents consolidated responses to the auditors, along with the support of coordinators;
- ▶ Discusses issues and recommendations with auditors. He/She is involved in drafting the responses to the Management Letters (ML) of audits in coordination with other departments. In some key issues, consults with HQ on best approaches to respond to ML and to implement feedback;
- ▶ Reviews the recommendations of external auditors and makes sure that relevant proposals for compliance are included in the action plans of the different departments;
- ▶ Reconciles finance, logistics and Administration information/data/documentation after every final report and ensure that the final reports of closed projects always tally the existing available information.

6. Documentation / Archiving

- ▶ Ensure that project and support documentation is complete and correctly archived following internal procedures
- ▶ Ensure that documentation is sent to HQ as required

Required Profile

Required knowledge and skills

	ESSENTIAL	DESIRABLE
EDUCATION / TRAINING	University degree in Audit, Finance/Accounting or another relevant field	Audit process
PROFESSIONAL EXPERIENCE	Minimum 2-year experience in a similar management position	Experience with PUI Relevant audit, finance & accounting experience with INGOs will be highly appreciated
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good writing communication skills ▶ Knowledge of procedures of institutional donors (OFDA, ECHO, UN agencies, etc.) 	<ul style="list-style-type: none"> ▶ Knowledge of humanitarian actions ▶ Good coordination and pedagogical skills ▶ Independent and neutral ▶ Excellent communication and diplomatic skills
LANGUAGES	X	X Arabic
SOFTWARE	Excellent knowledge of Excel and Access (Data manipulation and report generation)	Computer hardware and software troubleshooting and configuration

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ Ability to work independently, take the initiative and take responsibility
- ▶ Accountability and timely delivery
- ▶ Ability to understand functioning of a humanitarian organization
- ▶ Resilience to stress
- ▶ Diplomacy and open-mindedness
- ▶ Good analytical skills
- ▶ Organisation and ability to manage priorities
- ▶ Proactive approach to making proposals and identifying solutions
- ▶ Ability to work and manage professionally and maturely
- ▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristic
- ▶ Good social skills

Other

- ▶ Experience of working in emergency context and through remote management mechanism would be an asset

Conditions**Status**

- ▶ **EMPLOYED** with a Fixed-Term Contract

Salary package

- ▶ **MONTHLY GROSS INCOME:** from 1 815 to 2 145 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Costs Covered

- ▶ **COST COVERED:** Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY:** 5 working days at 3 and 9 month
- ▶ **PAID LEAVES POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months