

Médecins Sans Frontières Spain – OCBA (Operational Centre Barcelona and Athens) is looking for a:

COMPLIANCE REFERENT MANAGER (BASED IN DRC/RCA)

Do your skills and experience not precisely match the requirements? MSF-OCBA is an organization committed to promoting diversity and equity by providing equal access to professional opportunities. We understand that women, people of color, indigenous individuals, members of the LGTB+ community, and other underrepresented groups often hesitate to apply for employment if they don't meet all the requirements. At MSF-OCBA, we strive to create a diverse, inclusive, and genuine workplace. Therefore, if you're interested in this position but your experience doesn't align perfectly with the selection criteria, we encourage you to apply anyway. You might be the ideal candidate for this or other positions.

GENERAL CONTEXT

Médecins Sans Frontières is an international independent medical-humanitarian organization, which offers assistance to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

GENERAL OBJECTIVE OF THE POSITION

Supervising and improving control procedures in the mission in all areas (finance, supply, medical/pharma, HR) with the support of relevant tools such as checklists and risk analysis and in certain cases performing internal audits at project & capital level, according to MSF protocols, standards and procedures in order to avoid mismanagement and ensure correct use of MSF resources.

GENERAL RESPONSIBILITIES

- Defining and/or implementing compliance mechanisms and procedures and tools in all departments and locations of the mission including standard checklists. In close collaboration with the HoM and the Cell Referent/ HQ GRC & Data protection Manager, keeping informed of the latest developments related to internal controlling and proposing improvements that can be later shared with other missions.
- Ensuring the anti-fraud policy and the anti-fraud & corruption guidelines are adopted in the missions.
- Informing and training all concerned employees on the compliance tools and procedures and ensuring that control systems are followed by all relevant staff with quality and timely collection of data.
- Supporting the Coordinators in charge of Supply (medical and non-medical areas) to implement the supply policy.
- Discussing with the Coordinators on the level of risk of their area and working together on the monthly evaluation/follow up of risks, presenting the results to the CMT on a monthly basis.
- Identifying, evaluating, and recommending measures to prevent losses in order to reduce financial risk. Alerting the HoM and CMT, concerned

coordinators and Cell Fin Referent in case of suspicion of misuse of resources and goods or any relevant increase of risk.

- In case of misuse of goods, coordinating and writing an incident report on the investigation. Playing a consultative role in its follow up and on the eventual disciplinary measures. Proposing and implementing the follow up of corrective actions together with the relevant supervisors.

CONTEXT SPECIFIC ACTIVITIES

- Propose adequate solutions, adapted to each context, and ensure the follow up of their implementation and the efficacy.
- Constantly adapt the solutions proposed, to maintain their efficiency and efficacy.
- In close collaboration with the cell and the CMT of the 2 missions, define and set up priorities and deliver all the relevant reporting.
- In close collaboration with the coordinators of different departments (finance, HR, supply, stock and pharmacy management, asset management) determine action plans and tools – or updates the existing ones - that can be followed by the management team along the year.
- Assist remotely the management team on the use of the tools and the implementation of the agreed action plan.
- Increase the overall quality and effectiveness of resource management in the missions through improvements in processes and controls; and in this way reduces inefficiencies and (un)intentional losses of resources and assets.
- Increase the reliability and integrity of reporting processes, and assures compliance with laws, regulations, policies, procedures, and contracts.
- Effectively balance risks and controls: to achieve an optimal balance, controls in processes should be pragmatic and straightforward and adequately addresses exposure to risk.
- Conduct analyses and audits of processes, through various audit techniques such as interviews, surveys, physical observations, corroborations, intersectional comparisons, etc., and with the support of relevant tools such as checklists and risk analysis, in order to evaluate and identify gaps, weaknesses and risks in processes, controls and procedures.
- Report with regularity critical observations and findings, based on analyses and assessments of data and processes, including observed gaps, mismanagements and risks in procedures and controls. Propose general recommendations and supports conducting investigations if required.
- Supports the departments, and if needed collaborates with HQ technical referents, in formalizing and implementing improvements, and monitors and evaluates their effectiveness.
- In close collaboration with each CMT member and the cell, reports possible areas to improve observed during the analysis, including the ones related to team's composition, Job descriptions and tasks distributions; suggests reorganizations; helps in the required analysis and diagnosis of the related department.

SELECTION CRITERIA

- Degree in Economy/Finances/ Business Administration/ Accounting related or in supply chain and management.
- Minimum two years' experience in project management is essential (including definition, planning and budget control).
- Previous experience with MSF or other INGO is highly desirable.
- Previous field experience as International Mobile Staff is desirable.
- French and English C1 level is essential, Swahili or Sango are an asset.
- Computer essential (Word, Excel, ERP and internet).

CONDITIONS

- Position 50% based in DRC and 50% in RCA (duration to be established together with the mission and cell, approximately 3 months in each Country, 2 visits in each country per year).
- International contract.
- Annual gross salary: IRFFG Level11 and according to MSF Rewards Policy. Subjected to local conditions.
- Full time position.
- Duration of contract: 12 months.
- Starting date: as soon as possible.

HOW TO APPLY

- To apply, please submit your CV and cover letter following the link below.
- <https://careers.msf-applications.org/job-invite/9150/>
- Closing date: 19th of January 2025, CET (Central European Time).

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply.

All applications will be treated with the strictest confidence. MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. All selected candidates will, therefore, undergo reference checks.