



JOB DESCRIPTION Proposed

Position: Compliance Specialist – UN agencies
Reports to: Senior Director Compliance and Policy
Department: Compliance and Policy – Awards Management Unit – Global Partnerships and Philanthropy
Location: Geneva, Switzerland (plus international travel approximately 10%)

Apply: <https://chm.tbe.taleo.net/chm03/ats/careers/requisition.jsp?org=IRC&cws=1&rid=15400>

BACKGROUND

Over the past 80 years, the International Rescue Committee (IRC) has developed unparalleled expertise in responding to emergencies and helping uprooted communities to rebuild. Founded in 1933 at the request of Albert Einstein, the IRC's mission is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. The International Rescue Committee UK is part of the IRC global network, which has its headquarters in New York and London. The IRC is on the ground in more than 40 countries, providing emergency relief and rebuilding lives in the wake of disaster. Through 28 regional offices in cities across the United States, the IRC also helps refugees resettle in the US and become self-sufficient. The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and, most crucially, accountability to those we serve. The IRC is a tireless advocate for the most vulnerable.

IRC-UK

Our European headquarters, IRC-UK, were established in London in 1997 to support the organisation's global activities and particularly to diversify its donor base and be able to better advocate with European policy-makers on behalf of the people we serve. Since its establishment, IRC-UK has grown rapidly and is now acknowledged for its high quality project management, technical expertise in governance and rights and economic recovery, and innovative thinking on early recovery and gender based violence. The IRC also has offices in Brussels, Berlin and Geneva, and works in partnership with Stichting Vluchteling in Den Haag, Netherlands. IRC-UK comprises approximately 90 staff across five departments.

Key Working Relationships

Other AMU pillars, Ethics and Compliance Unit, Finance, Office of the General Counsel, IRC UK and other European offices, Supply Chain, and International Programs Department

KEY ACCOUNTABILITIES

- Act as focal point for all major compliance matters related to UN entities;
- Develop and maintain strong relations with key staff at various UN agencies, especially UNHCR and UNICEF, as well as IRC internal stakeholders: IPD, Finance, ECU, and OGC as needed;
- Advise both program and finance stakeholders of any changes made to UN compliance regulations and assess their impact on IRC programs;
- Engage with country offices and regional teams as needed to provide input and develop solutions on major UN compliance matters;
- Work closely with the Sr Director and the compliance team to develop IRC policies and guidelines as needed to ensure optimal implementation of UN compliance requirements;
- Work with Deputy VP AMU and Regional Grants Directors as needed to ensure there is a strong understanding of what issues need to be escalated and ensure there is a strong communication flow;
- Provide technical support for regional and financial controllers regarding UN compliance on budgetary issues;

- Represent IRC in inter-agency forums covering UN financing mechanisms (such as UNICEF Project Cooperation Agreement (PCA) NGO Working Group; UNHCR national personnel policies, procurement policy, and partner selection working groups; OCHA Humanitarian financing working groups dealing with CERF, pooled, and country humanitarian funds; InterAction UNHCR, WFP, UNICEF working groups) and be a leader in advocating for beneficial reforms that streamline and simplify all aspects of UN awards management;
- Serve as the IRC's in-house organizational expert on UN grants and contracts rules and regulations, staying abreast of all financial, administrative, and contract related business practice developments;
- Disseminate contract policy changes in a timely and user friendly manner throughout the agency as needed;
- Assist country programs in resolution of any UN award management issues, such as delays in agreement signing, delays in payments, audit findings, irregular interpretation of award terms, etc.
- Partner with appropriate quarters of IRC (IPD, Advocacy) to ensure a holistic organizational contribution to achievement of Grand Bargain and other UN good donorship initiatives as they might arise
- Ensure quality assurance is provided to select processes for internal compliance. For example, manage and conduct compliance audits to ensure that internal review and approval processes for awards are being followed;
- Participate in the development/revision/review of future Grants Manuals;
- Work closely with the Sr Director of Compliance and the Director of Training to provide training on UN compliance matters;
- Represent IRC in external fora and liaise with donors and partners as needed;
- Participate in special projects, as needed;
- Other responsibilities as assigned by the Senior Director.

REQUIREMENTS

Essential

- 5-7 years of relevant professional experience
- Demonstrated experience and expertise in interpreting and applying statutory and regulatory language in executing awards and contracts from statutory entities and in maintaining a current knowledge of changes in the language, application and enforcement of this language.
- Developed understanding of professional business standards required to create a high performing and accountable environment.
- Experience in organizational problem solving, operations, high performance management in complex but low resource organizations.
- Demonstrated knowledge and prior experience working with a variety of UN agencies such as UNICEF, UNHCR, UNOCHA and WFP.
- Previous experience with international nonprofit organizations preferred.
- Previous experience providing compliance training in a multicultural setting.