

Compliance Officer

World Learning is seeking a Compliance Specialist to assist with compliance related issues and support efforts to ensure that project implementation for international development and exchange programs complies with donor requirements, federal regulation, and local law. This role will serve as a key-member of the compliance team, and will report to the Deputy Director of Compliance.

Responsibilities

- Assist with project start-ups and close-outs as needed;
- Provide guidance on procurement related matters including the drafting and review of solicitation documents;
- Schedule award readings and draft summaries of key compliance requirements for World Learning awards;
- Obtain and track required documents and authentications required for overseas operations;
- Prepare and submit Federal Funding Accountability and Transparency Act (FFATA) sub-award reporting;
- Review lease agreements for expatriate staff and overseas office spaces;
- Assist in reviewing teaming agreements and contractor agreements;
- Assist in ensuring subcontracts contain required “flow-down” clauses;
- Update the status of legal documentation for database of overseas operations;
- Assist with periodic donor reporting requirements (SPOT, E-Verify, etc.)
- Assist with maintenance of electronic files and online document management systems (SharePoint);
- As assigned, serve as compliance point of contact for a portfolio of awards;
- Attend outside meetings re relevant topics as necessary;
- Perform other duties as required or assigned.

Requirements

- Bachelor’s degree in a relevant discipline;
- At least 2- 6 years relevant experience in federal grants/contracts management or paralegal or legal experience;
- Demonstrated management and organizational skills - especially with time-sensitive work;
- Familiarity FAR, AIDAR, OMB circulars, administrative requirements, and other applicable rules and regulations regarding implementation of federal awards;
- Experience with procurements preferred;
- Excellent verbal and written communication skills;

- Ability to edit and draft reports, manuals, and correspondence in an organized, logical, and concise manner;
- Strong logical attention to detail and multi-tasking skills;
- Demonstrated experience in exercising discretion and judgment;
- Fluency in written and spoken English;
- Proficiency in MS Word and Excel;
- Occasional international travel may be required.

Why World Learning

Eighty years ago, a group of young Americans sailed to Germany on a cultural exchange program. They returned home with lifelong friendships, a broader understanding of the world, and the ability to empathize with people from other cultures. This was the beginning of The Experiment in International Living. It was also the beginning of World Learning.

The Experiment in International Living is still a vibrant part of World Learning today. But as global needs have grown, World Learning has grown too. Today World Learning operates the SIT graduate school, study abroad programs, and leads international development and civic activism programs throughout the world.

In 60 countries with an annual budget of over \$100 million, World Learning empowers people and strengthens institutions that help people learn, grow, and thrive.

Today, more than ever, the world needs fully engaged global citizens who recognize what it means to build bridges of tolerance, respect, and understanding and have the knowledge, skills, and international experience to assume leadership positions in the world. At this moment of unprecedented, acute, international need and opportunity, World Learning is responding by re-investing in its programs, deepening their impact, and implementing a global vision for the future.

World Learning is an equal opportunity, affirmative action employer, committed to increasing the diversity of its workforce.