

## JOB DESCRIPTION

<b>Job title:</b>	<b>Senior Compliance Officer</b>	<b>Location:</b>	<b>Abuja</b>
<b>Department:</b>	<b>Programmes Compliance Department</b>	<b>Length of contract:</b>	<b>3 years</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>8</b>
<b>Travel involved:</b>	<b>Up to 25% travel within Nigeria</b>	<b>Safeguarding risk level:</b>	<b>2 - Moderate Risk</b>
<b>Reporting to:</b>	<b>Line manager: Programmes Compliance Manager</b>	<b>Direct reports:</b>	

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the prevention, control and treatment of malaria and other communicable diseases among vulnerable populations.

**Our mission is to improve lives in Africa and Asia through sustainable, evidence-based programmes that combat targeted diseases and promote child and maternal health.**

We will accomplish this together with partners and all levels of government, by:

- designing and implementing cutting edge research, surveillance and monitoring and evaluation;
- selectively scaling up and delivering sustainable evidence-based health programmes;
- providing technical assistance and consulting services that shape and strengthen national and international health policies, strategies and systems and build local capacity;
- Seeking to ensure that our experience, thought leadership, practical findings and research results are effectively communicated and contribute to the coordinated improvement of access to and quality of healthcare.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- health systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy, and policy development

### Country and project background

The Nigeria Country Office in Abuja, started operations in 2008, through the DFID/UKaid funded support to National Malaria Programme, SuNMaP (2008 – 2016). The office had presence in 23 states of the country and has managed at various times, about 15 projects specifically in the following areas:

- Malaria control/elimination

- Integrated community case management (iCCM) for malaria, pneumonia and diarrhoea
- Nutrition
- Neglected tropical diseases (NTDs)

Malaria Consortium is a sub-recipient for the new grant of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF) under the National Malaria Elimination Programme (NMEP) and Catholic Relief Services as the principal recipients.

The goal of the grant is to contribute towards reducing the malaria burden to pre-elimination levels and bringing malaria-related mortality to zero by 2025 in Nigeria.

This project aims to achieve five objectives while delivering high quality malaria services in 14 states (MC implementing in 5 of the states – Kano, Kaduna, Jigawa, Niger, Yobe, and iCCM only in Jigawa and Niger) through improved service delivery mechanisms, demand creation and health system strengthening strategies.

- Improve access and utilization of vector control interventions to at least 80% of targeted population by 2025.
- Ensure provision of chemoprevention, diagnosis and appropriate treatment for 80% of the target populations at risk by 2025
- Improve generation of evidence for decision making and impact through reporting of quality malaria data and information from at least 80% of health facilities (public and private) and other data sources including surveillance, surveys and operations research by 2025.
- Strengthen coordination, collaboration, and strategic partnership to promote efficiency and effectiveness of malaria control activities towards achieving at least 75% improvement from baseline using a standardized OCA tool.
- Improve funding for malaria control by at least 25% annually through predictable and innovative sources to ensure sustainability at federal and sub-national levels

#### **Job purpose**

The Senior Compliance Officer will work with the programmes compliance unit to examine and evaluate the adequacy, effectiveness and efficiency of the projects' systems and procedures in five states (Kano, Yobe, Kaduna, Niger and Jigawa) to ensure compliance to MC and GF and recommend corrective actions to improve operations, quality of implementation (including technical quality), enhance internal controls and reduce costs where possible. This will involve review of State offices' books and records with a view to ensure compliance with rules and procedures.

#### **Scope of role**

The Senior Compliance Officer is responsible for review of listed State offices' books and records with a view to ensure compliance with rules and procedures of MC and GF. The objective of the role is support the programmes compliance unit to provide quality assurance and support management to adopt realistic solutions which address the root causes of major identified risks

#### **Key working relationships**

The Senior Compliance Officer will report to the Programmes Compliance Manager with a dotted line reporting to TBC. The Senior Compliance Officer working with the Programmes Compliance Manager will regularly interact with relevant officers to check compliance to MC and project policy and procedures as it applies to their thematic areas. This position is also expected to work closely with all unit's team members in the selected states.

The Senior Compliance Officer will be required to support the Programmes Compliance Manager to work with GF to understand donor rules & regulations and liaise with relevant partners and colleagues at Malaria Consortium to ensure the requirements are met. The function of the role will expand to cover other donors as the portfolio of projects in country office increases.

## Key accountabilities

### Programme Campaign Support (40%)

- Conduct compliance checks on programmes campaigns preparations (e.g. SMC & LLIN) and support in identifying areas requiring improvements
- Carry out compliance spot checks on campaigns implementation, closure activities and post campaign activities.
- Carry out spot checks on all campaign commodities (drugs and other materials) before, during and after distribution in the selected states
- Conduct compliance checks on campaign related procurements carried out at the state levels (per ASL) before contracts/POs are issued to vendors
- Support the programmes compliance unit to conduct post campaign compliance review highlighting areas requiring improvements.

### Programme Compliance (40%)

- Conduct regular compliance checks on other non-campaign related activities in the selected states (e.g. review PO's and Contracts)
- Conduct specific review or tasks requested by MC Management, provided such reviews and tasks do not compromise the Senior Compliance Officer's independence or objectivity
- Identify potential risk areas in the course of compliance review and provide recommendations on how to strengthen the system

### Continuous improvement (10%)

- Support in promoting a country office -wide culture of compliance and risk management
- Work with the Programmes Compliance Manager to advise project management and general staff on critical intersections between project implementation and compliance issues, based on knowledge of organizational policy, donor regulations, and specific award terms and conditions.

### Reporting (10%)

- Provide support to the programmes compliance manager to generate report on internal process issues and the implementation of quality assurance action plans to the West and Central Africa Programmes Director

## Person specification

### Qualifications and experience:

#### *Essential:*

- General and Public Administration, Auditing/Accountancy, Programme Management qualification or equivalent
- Minimum of five years' experience, with at least three years' work-experience in internal audit/compliance
- Significant experience of working with donors and Grants.
- Knowledge of Global Fund and DFID rules and regulation including the financial and technical reporting requirements

- Someone who is an ACA, ACCA or has certification in compliance and risk management is preferred.

**Desirable:**

- Knowledge of the NGO sector
- Experience of working in an international context

**Work-based skills:**

**Essential:**

- Experience working in a compliance environment
- Excellent computer skills with high proficiency in Microsoft Excel
- A proven ability to work independently and prioritise and manage your workload to complete assessments and deliver timely reports
- Strong analytical and problem solving skills with a readiness to take initiative to resolve issues
- An ability to work with management to identify the root cause of issues
- Attention to detail to deliver accurate and credible results and objective assurance
- Good interpersonal skills with a persuasive, diplomatic and confident manner while also demonstrating the tenacity to effectively challenge management.
- An ability to build effective working relationships and provide advice at all levels

**Desirable:**

- Working knowledge of accounting software
- Familiar with the International Professional Practices Framework (IPPF) of internal auditing
- Confident being a role model for others
- Willing to travel to the field at short notice
- Team player

Core competencies:
Delivering results
<b>LEVEL B- Takes on pieces of work when required and demonstrates excellent project management skills</b> <ul style="list-style-type: none"> <li>✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results</li> <li>✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)</li> <li>✓ Makes clear and timely decisions within remit of own role</li> </ul>
Analysis and use of information
<b>LEVEL B - Uses evidence to support work</b> <ul style="list-style-type: none"> <li>✓ Identifies and uses various sources of evidence and feedback to support outputs</li> <li>✓ Uses evidence to evaluate policies, projects and programmes</li> <li>✓ Identifies links between events and information identifying trends, issues and risks</li> <li>✓ Ensures systems are in place to address organisation needs</li> </ul>
Interpersonal and communications
<b>LEVEL B - Fosters two-way communication</b> <ul style="list-style-type: none"> <li>✓ Recalls others' main points and takes them into account in own communication</li> <li>✓ Checks own understanding of others' communication by asking questions</li> <li>✓ Maintains constructive, open and consistent communication with others</li> </ul>

<ul style="list-style-type: none"> <li>✓ Resolves minor misunderstandings and conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL B - Collaborates effectively across teams</b>
<ul style="list-style-type: none"> <li>✓ Proactive in providing and seeking support from expert colleagues</li> <li>✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution</li> <li>✓ Proactive in building a rapport with a diverse range of people</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL B - Manages own development and seeks opportunities</b>
<ul style="list-style-type: none"> <li>✓ Actively manages own development and performance positively</li> <li>✓ Learns lessons from successes and failures</li> <li>✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise</li> </ul>
<b>Flexibility/ adaptability</b>
<b>LEVEL C - Supports others to cope with pressure</b>
<ul style="list-style-type: none"> <li>✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same</li> <li>✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations</li> <li>✓ Sets realistic deadlines and goals for self or team</li> </ul>
<b>Living the values</b>
<b>LEVEL C - Supports others to live Malaria Consortium's values</b>
<ul style="list-style-type: none"> <li>✓ Demonstrates personal integrity by using position responsibly and fairly</li> <li>✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<b>LEVEL B - Is aware of others' activities and vice versa in planning activities</b>
<ul style="list-style-type: none"> <li>✓ Takes account of team members and others' workloads when planning.</li> <li>✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs</li> <li>✓ Has a good understanding of the sector in which Malaria Consortium works</li> </ul>