

ActionAid Bangladesh is looking for suitable candidate for the following position:

Officer – Assurance and Compliance

Unit	:	Internal Audit
Location of posting	:	Dhaka (with community visit)
Types of Contract	:	Fixed Term Contract for 12 months, if not extended
Number of Position	:	1 (One)
Salary & Benefit	:	Monthly Gross Salary will be 63,579/- with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance etc.

Job Summary

The person who holds this position will be responsible for developing compliance guidelines with the Senior Management team. S/he will have the responsibility to regularly report on compliance and non-compliance issues. S/he will support the overall assurance approach, plan, and mandate, through efficient and effective coordination efforts. S/he will support ActionAid Bangladesh and partner organisations to ensure their relevant policies are updated and compliant.

Key responsibilities include (not limited to)

Policy Compliance:

- Serve as a focal point for AAB/AAIBS employees on compliance issues.
- Update staff on changes in any regulations and processes.
- Assess and determine compliance risk with Internal Audit Manager.
- Review company policies and documents, such as procurement records, to identify violations of standards or regulations.
- Conduct periodic internal reviews/ Conduct regular audits to identify potential weaknesses and noncompliance situations.
- Be responsible for maintaining documentation on compliance activities and response. Take action in dealing with noncompliance situations, creating realistic plans to overcome them.

Policy Assurance

- Support all efforts aimed at compliance to assurance. Inform relevant persons at AAB/AAIBS on gaps.
- Identify bottlenecks to assurance compliance at the organisation level, partner and community level with relevant staff and team(s).
- Coordinate efforts aimed at assessing levels of assurance across the organization, using appropriate tools.
- Roll out the relevant tools and processes at the organisation and partner level.
- Develop and regularly populate an Assurance Dashboard with the Internal Audit Manager.
- Prepare quarterly assurance reports.

- Support in developing assurance plans that clearly respond to identified gaps with relevant staff /team; Communicate with employees and make sure everyone is aware of what they need to do to comply with internal and external laws and regulations.
- Conduct risk assessments with Internal audit Manager or any other assigned staff member.

Relationships

S/he will report to Manager – Internal Audit of ActionAid Bangladesh. S/he is expected to maintain functional relationship with his/her peers in team, priority, project management team. S/he must be able to communicate with other teams and units, both programme, function of AAB and long-term and short-term partner organisations. The incumbent will also work in coordination with the Assurance Team of ActionAid Federation.

Required Educational Qualification and Experience

- Minimum Bachelor's degree in Law, Business Studies, Public Administration, or related field.
- Three (3) years of professional experience in relevant positions

Technical Skills

- Good knowledge of legal requirements and procedures. Risk assessment skills are crucial as a large part of their work duties are identifying noncompliance risks.
- Excellent verbal and written communication skills both in Bangla and English.
- Good facilitation Skill/ Communication skills ensure that the compliance officer can successfully communicate their findings, ideas and plans to both management and employees.
- Highly analytical with strong attention to detail.
- Excellent analytical skills and ability to accurately interpret complex documents and policies.
- Ability to work in a multicultural context/environment.

Other Requirements:

- Is a committed and dedicated professional
- Demonstrates gender sensitivity.
- Demonstrates a strong team player skills
- Understands Child Protection and SHEA
- Willing to visit field frequently

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **May 8, 2021 (Saturday)**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.