



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

Job Title: **Risk and Compliance Manager**  
Supervisor Title/ Level: **Principal Coordinator (P6)**  
Organizational Unit: **Supply Division, Global Supply Hub**  
Post Location: , **Addis Ababa, Ethiopia**

Job Level: **Level 4**  
Job Profile No.: **CPH-24008**  
CCOG Code: **1A12**  
Functional Code: **OPE**  
Job Classification Level:

### II. Strategic Office Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic, and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education, and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

#### Strategic Office Context

The rising cost to governments and partners of health products (medical devices, medicines, and vaccines) has attracted public concern across the globe along with the inequities elucidated during the COVID-19 pandemic. Access to safe, effective, quality assured, and affordable essential products for children and their families through public health services is instrumental to improving the health of children and families, improving health coverage without incurring financial depredation and achieving meaningful change.

UNICEF procurement services function including pre-financing support to governments and supply chain operations will continue to be a strategic element in sustaining and expanding access to essential supplies for children and their families in many programme countries.

Many of Supply Division's approaches and solutions to support the adequate financing of supplies will continue to be expanded in the next strategic period 2026-2029. However, there is also a need to identify, build and strengthen new and current partnerships and supply and logistics solutions to support the provision of essential supplies and accelerate results for children in a post-pandemic "new normal" and poly-crisis environment.

The changing landscape, including the recent development of exciting partnerships, vis-a-vis UNICEF's Supply Function's support to AU Member States, including via UNICEF's Procurement Services function. Within the framework of UNICEF's Africa Strategy, and contributing to UNICEF's localization agenda, UNICEF has expanded its partnership with Africa CDC, to initially focus on four outcomes: (1) Supply chain management (building Africa CDC's supply function); (2) -Stronger, more equitable primary health care, and emergency preparedness and response; (3) Pooled procurement; and (4) – African manufacturing.

## **Purpose of the Job**

The institutional building of Africa CDC will require a dedicated team focusing on the day-to-day support and engagement with Africa CDC staff to facilitate skills transfer and coordination of the Africa CDC and UNICEF Expanded partnership joint workplan activities. Under the supervision of the Principal Coordinator the Risk and Compliance Manager will be responsible for leading the strengthening of risk assurance and compliance efforts in the context of the Africa CDC and UNICEF expanded partnership. He/she will provide advice and support to build Africa CDC Supply Chain Division's internal controls framework and the strengthening of Africa CDC's governance, risk management and control processes.

**III. Key functions, accountabilities and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

### **Summary of key functions/accountabilities:**

#### **1. Technical Risk management and compliance Leadership**

- Provide technical advice and support to Africa CDC development of risk management process, including assessment, monitoring and review.
- Provide technical advice and support to Africa CDC to strengthen accountabilities for a robust, responsive and transparent governance framework.
- Provide technical advice to Africa CDC for the strengthening of compliance, monitoring and reporting system to document and report weaknesses in internal control and recommended actions aimed at addressing internal controls gaps (SOP, memos...) and building the capacity of responsible staff.

#### **2. Business Process support**

- Provide technical advice and support to Africa CDC for the review and design of appropriate business processes, including for the launch of African Pooled Procurement Mechanism (APPM) .
- Provide support for the documentation of Africa CDC current processes and procedures and recommendations for improvements and evaluation of efficiency of the changes made to business process for the realization of Africa CDC's long-term objectives.
- **Oversight and advisory to the Management**
- Support the Principal Coordinator in establishing the annual work plan in line with the Joint workplan of the expanded partnership for his/her area of responsibility setting priorities/targets and performance measurements.
- Monitor work progress of the Joint workplan for his/her area of responsibility to ensure results are achieved according to schedule and performance standards.
- Establish a system to document and report weaknesses in internal control and recommended actions aimed at addressing internal controls gaps (SOP, memos...) and building the capacity of responsible staff.
- Lead the implementation of a continuous learning and development plan for the Risk and Compliance function.
- analyze and synthesize issues and problems, and interpret established, formal guidelines to address and recommend solutions or further actions required.

### **Learning and Capacity Development**

- Provide technical advice and support to AfCDC for the design and implementation of continuous learning and development plans for staff to enhance their knowledge and build skills in the area of risk management and compliance function.

**IV. Impact of Results** *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The Risk and compliance Manager is expected to be fully knowledgeable in the field of the work, to work with minimum supervision and therefore exercise judgement, take initiatives, establish work priorities and ensure follow-up actions.

The ability to provide advisory support for the development and implementation of sound risk management, compliance and regulatory framework as well as optimization of business processes to safeguard Africa CDC's reputation, resources, continuity of operations and reputation to realize the long-terms objectives of Africa CDC and UNICEF expanded partnership.

**V. Competencies and level of proficiency required** *(please base on UNICEF Competency Profiles)*

<p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> <li>• Sustainability</li> </ul>	<p><b><u>Core Competencies (For Staff without Supervisory Responsibilities) *</u></b></p> <ul style="list-style-type: none"> <li>▪ Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>▪ Works Collaboratively with others (1)</li> <li>▪ Builds and Maintains Partnerships (1)</li> <li>▪ Innovates and Embraces Change (1)</li> <li>▪ Thinks and Acts Strategically (1)</li> <li>▪ Drive to achieve impactful results (1)</li> <li>▪ Manages ambiguity and complexity (1)</li> </ul>
<p><b><u>Other skills</u></b></p> <ul style="list-style-type: none"> <li>▪ Emotional Intelligence</li> <li>▪ Managing complexity and change</li> </ul>	

**VI. Recruitment Qualifications**

Education:	<p>An advanced university degree (Master's or higher*) in Business Administration and Financial Management. Operations Management, Strategic Management, Risk Management, Audit, Investigation, Internal Control, Statistics and Data Analysis or Accounting certifications are considered as assets.</p> <p><i>*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.</i></p>
Experience:	<p>At least 8 (eight) years of continuous professional work experience in Risk and Compliance or another directly relevant area, several of which in internal audit. Experience in financial management, particularly developing and implementing financial control systems, ERM, audits, internal control preferably with international organizations, NGOs and UN.</p> <p>Field experience /familiarity with Emergency. (Depending on contexts)</p>

Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or local language of the duty station may be required.
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