



**UNITED NATIONS CHILDREN'S FUND
JOB PROFILE**

I. Post Information

Job Title: **Risk and Compliance Specialist**
Supervisor Title/ Level: **Deputy Representative Operations, P-5 (4172)**
Organizational Unit: **Operations / Office of the Representative**
Post Location: **Freetown, Sierra Leone**

Job Level: **Level 3**
Job Profile No.: **SRL26005**
CCOG Code:
Functional Code: **OPE**
Job Classification Level: **Level 3**

II. Organizational 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. Therefore, 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.

Job organizational context):

The Risks and Compliance Specialist is to be positioned in Offices with significant and complex programmatic and operational risks and challenges which require a dedicated position to support the Senior Managers in making sure that resources are continuously, effectively and efficiently geared towards achieving results for children.

Purpose for the job

Under the supervision of the Deputy Representative Operations/Representative or the Risk and Compliance Manager, the Risk and Compliance Specialist will be responsible for strengthening risk assurance and compliance efforts in the context of a large/medium/small scale country office.

He/She will be responsible for providing complementary support, and monitoring related to the management of risk, including but not limited to the development, implementation, and continuous improvement of risk management practices at a process, systems, and entity level.

He/she will ensure the achievement of risk management objectives follows organizational rules and regulations, and acceptable ethical behavior; internal controls; information and technology security; sustainability; and quality assurance. Moreover, he/she will provide analysis and report on the adequacy and effectiveness of risk management and internal controls.

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. Risk management support

- Support the office management team in the annual risk assessment process and monitor reliability of reports and their compliance with applicable rules and regulations;
- Ensure the monitoring of risk mitigation action plans including a mid-term review;
- Lead the office peer reviews process, undertake visits to project sites and field offices to verify the quality of performance;
- Ensure the risk management approach is embedded in any project/proposal, in office governance committees' review of submissions and in any major decision made by the management.

2. Compliance support

- Review the office systems, procedures and processes for compliance with organizational rules and regulations;
- Enforce and strengthen internal controls to ensure that systems are in place to prevent, detect and report non-compliance. Support the process for the preparation of the annual Statement of Internal Control (SIC) by the office;
- Review internal work processes in Programme and Operations to ensure that accountabilities are clear and placed at the adequate levels as per global policies and/or best practices;
- Establish a risk-based system to periodically and systematically review a sample of activities (Programme and Operations) to ensure they are carried out according to established work processes and in compliance with UNICEF policies and Procedures;
- Ensure smooth preparedness of internal and external audit, conduct a quality assurance and follow-up on the implementation of the recommendations and provides feedback to the management;
- Periodically test compliance with the Table of authority and adherence to the delegation of authorities in line with UNICEF policies and Procedures; and ensure staff understand the roles and responsibilities delegated to them;
- Review the conformity of statutory and non-statutory committees, assess committee members have been trained/oriented on their roles and responsibility.

3. Fraud risk Management support

- Support the management of the office in collecting evidence to respond to OIAI's queries when initially assessing allegations of fraud and misconduct or during actual investigations;
- Advise the management on lessons learned from investigations and measures to be taken accordingly;
- Ensure the implementation of the global anti-fraud strategy, suggest internal fraud prevention mechanisms and alert the management on any fraudulent issues as well as unethical behaviors detected;
- Lead the process of Fraud risk training / orientation to Partners and suppliers.

4. Oversight and advisory to the Management

- Help advise the management on actions to be taken to enforce and strengthen accountabilities for a robust, responsive and transparent governance framework;
- Contribute to effective management process by participating in key governance meetings (particularly CMT, PMT and OMT);
- Coordinate Risk assessment and control activities with other UN agencies by representing the office in meetings related to Risks and Compliance activities.

5. Create awareness/capacity building

- Establish a system to document and report weaknesses in internal control and implement actions aimed at addressing internal controls gaps (SOP, memos...) and building the capacity of responsible staff;

- Analyze cause and effect of policy changes to the operations of the office, anticipate changes and advise on the new way of doing business;
- Support the implementation of a continuous learning and development plan for the Risk and Compliance function;
- Ensure that management provides staff with access to relevant training and that staff and other personnel understand key UNICEF policies including PSEA, Fraud and Ethics.

6. Any support needed from the regional office

- On request, support the Regional Office in conducting reviews exercises in countries where Risk and Compliance positions are not established, or in supporting any other review in the area of expertise (Peer reviews, assessment...);
- Contribute to the development of a network/community of risk and compliance specialists at both regional and global level for experience sharing, updated working documents as well as office rules and policies.

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 Specialist 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 support assessment, mitigation, monitoring, review and reporting on the most significant risks that could potentially harm the organization, is a critical element of UNICEF's risk and internal control performance management framework. Risk management skills are necessary to safeguard UNICEF's reputation, resources, continuity of operations and reputation to fulfill our primary mission to save and protect children, globally.

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

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies:

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)

	<ul style="list-style-type: none"> • Thinks and Acts Strategically (1) • Drive to achieve impactful results (1) • Manages ambiguity and complexity (1)
<u>Other skills</u> <ul style="list-style-type: none"> • Emotional Intelligence • Managing complexity and change 	

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 5 (five) 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:	<p>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered may be required.</p>