

## Position Description

### Compliance Officer (Regional)

Based in Bangkok, Thailand

#### About ACT Alliance

ACT Alliance is a coalition of more than 155 churches and affiliated organisations working together to create positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality. ACT Alliance is supported by 30,000 staff from member organisations and mobilises about USD 3 billion for its work each year in three targeted areas: humanitarian assistance, development and advocacy action. ACT Alliance is deeply rooted in the communities it serves. It has earned the trust and respect of local people long before large international intervention scale-ups, and remains steadfast in its grassroots commitments many years after world attention has shifted elsewhere. For more details about the general work of ACT, please refer to <http://www.actalliance.org>

#### Major functions summary

The Compliance Officer is responsible for ensuring that the ACT Secretariat is compliant with reporting requirements and policies internally in the Alliance as well as to external stakeholders. S/He will report to the Director of Operations and in matrix management to the Regional Representative for Asia/Pacific.

#### 1. Duties and Responsibilities:

- Ensures that ACT Secretariat reporting is prepared according to contractual and other reporting requirements, guided by donor policies and reporting standards such as IATI and IASC 8+3.
- Reviews financial and audit reports related to ACT Appeals and Rapid Response Fund (RRF) projects to ensure adequate compliance and quality for submission to donors.
- Ensures compliance with reporting requirements of external donors by ACT Secretariat and implementing partners for projects related to the Gender Justice Programme and the Climate Justice Programme and potential other projects as the project portfolio develops.
- Prepares MoUs with implementing partners for projects and implementing members of the Humanitarian mechanism.
- Provides direct surge support to ACT regional offices, members and forums in large-scale emergency responses within the above areas of duties and responsibilities.
- Assists in the design of structure related to project management systems and accounting software to ensure compliance with reporting requirements and other potential standards (GDPR).
- Supports the Secretariat's roll out of the SCHR Misconduct Disclosure Scheme as part of its commitment to PSEA.

#### 2. Competences and behaviours:

- Committed to the values of the ACT Alliance and takes pride in delivering on agreed priorities according to the highest standards individually and as part of a global team.
- Proactively finds innovative and creative solutions, is efficient and reliable, adapts to change and uncertainty, is decisive and acts with integrity.

- Builds effective internal and external relationships, involves others when solving problems and treats others with consideration and respect in an Alliance where faith is a key ingredient of people's lives.
- Passion for building and developing core skills for the role and contributes knowledge outside of immediate own role.
- Effectively motivates, influences, and develops others, drives high performance, inspires people to follow them and acts as a role model.

### 3. Working relationships

The officer will be required to build working relationships with ACT Secretariat staff in all of its offices, as well as members and external partners.

- Internally, the Compliance Officer will report to the Director of Operations and collaborate closely with the Programme Team (particularly the managers of the gender and climate projects), the Head of Humanitarian Affairs, Humanitarian Programme Officers, Finance Officer, and Global Quality and Accountability Officer.
- Externally, the Compliance Officer will liaise with relevant ACT members, national forums, donors and external partners.

### 4. Technical skills and experience

- University degree or equivalent in suitable field.
- 5-7 years relevant work experience in the development or humanitarian sector.
- Knowledge and experience of INGO operations.
- Fluent written and verbal communication skills in English. Good knowledge of Spanish, French and other languages an asset.
- Highly organised, with strong project management skills.
- Strong analytical skills.
- Ability to manage one's own work and time within the context of multiple responsibilities and projects, and a demonstrated capacity to work under pressure to deadlines.

### Other

- This is a regional position, and nationals/work permit holders from countries within the region and work location are encouraged to apply.
- This engagement will be for a period of 2 years, fixed term. ACT offers a competitive salary and benefits package in line with the standards of the NGO sector and the specific work location.
- Up to 20% of travel required, primarily to national forums and field sites.
- Female candidates are strongly encouraged to apply.

Interested and qualified candidates should send their C.V. and a cover letter, in English and by email only, to [recruitment@actalliance.org](mailto:recruitment@actalliance.org) by **Friday, 10 January 2020**. Please put "Compliance Officer" in the subject line and name your documents "First name last name CV" and "First name last name Cover letter".

ACT adheres to the SCHR misconduct scheme <https://www.schr.info/the-misconduct-disclosure-scheme>. As such, ACT will contact the current and/or former employer of the preferred candidate as part of reference checking and ask for a misconduct statement. When applying for this position, please confirm in your email that you give your consent to ACT asking your current/former employer for a misconduct statement should you be the preferred candidate, and that you will provide the contact details of the relevant HR departments that can provide such a statement.