



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
P.O BOX 12874, Kampala, Uganda
Tel: +256 417 700 650
Fax: +256 312 265 595
www.afenet.net

Job Opportunities

Date: Friday October 25, 2024

Application Deadline: Friday November 08, 2024

Background:

The African Field Epidemiology Network (AFENET) is a not for profit, networking alliance and service organization that brings together field epidemiology training programs (FETPs) across Africa working side by side with Ministries of Health, regional and international partners. AFENET works to strengthen epidemiology and disease surveillance capabilities of African countries that are critical to meeting the requirements of the Integrated Disease Surveillance and Response (IDSR) strategy and the International Health Regulations (IHR).

Established in 2005, AFENET has supported more than 20 African countries across sub-Saharan Africa advance their capabilities in early detection and response to infectious and non-infectious diseases. AFENET is looking to hire capable and qualified person into the position of a Risk and Compliance officer to support the Internal Audit and Risk Management function.

AFENET is looking forward to hiring a competent and qualified person into the position of **Risk & Compliance Officer** for the Kinshasa, DRC Office.

Post 1

Title: Risk & Compliance Officer; DRC

Number of Positions: One (01)

Reports to: Risk & Compliance Manager

Duty Station: Democratic Republic of Congo (DRC)

Job purpose:

To participate in the planning and execution of the annual Internal audit & Risk management plan.

Major responsibilities:

- Investigate and provide direction in all compliance related matters and ensure that AFENET DRC is compliant in all areas. Some of the areas include compliance with statutory requirements, organizational policies and requirements of various donor or partner agreements as applicable to AFENET.
- Participate in the development, review and update of compliance policies and procedures.
- Participate in the development and implementation of the AFENET Risk Management framework and policy.
- Work with unit heads, project leads and other staff in DRC to encourage and promote a culture of risk management & compliance.
- Manage policy, compliance and risk registers for the DRC GHS Cooperative Agreement and other projects.
- Conduct risk assessments and reviews for AFENET DRC.
- Perform risk assessments for various projects and develop risk registers and recommendations to manage risks.
- Provide risk and compliance advice as required to the Leadership Team.
- Facilitate staff knowledge of risk and compliance concepts and practice through a program of information updates.
- **Some of the specific compliance duties in particular include:**
 - Report recurring areas of weaknesses in the implementation of all organizational policies, processes and procedure that have been documented as well as issues in relation to the interpretation of the same.
 - Review of Expense, Cash, Journal, Bank vouchers to ensure compliance with the appropriate policies and standards.
 - Review of the Treasury functions of AFENET DRC and ensure that all treasury policies in regard to bank accounts and cash management are adhered to.
 - Review internal billing from various departments to Centers / Projects;
 - Review of staff advance (outstanding) and various program advances outstanding.
 - Make recommendations after the analysis of budget versus actuals of all organizational budgets has been done on a periodical basis.
 - Assess whether reports e.g. Trial Balance, Funds Reconciliation, KPIs and other MIS if any, as prepared by the organization, are complete and accurate.
 - Assess the existing internal control system and recommend suitable changes, if any.
 - Follow up on implementation of internal audit, statutory audit and site visit recommendations of the previous audits, if any.
 - Review and report on all related party transactions.
 - Ensure that funds are utilized for the purpose for which it has been granted.
 - Review compliance of terms within project agreements of the different donors.
 - Work closely with DRC Management and the Secretariat to ensure that AFENET's risk and compliance management is enhanced in AFENET DRC and its programs.

- Participate in particular audits and fraud investigations in DRC and other countries as requested.
- Follow up on the implementation of internal audit, external audit and risk management reviews for DRC

Minimum/Preferred Qualifications and Skills

Academic qualifications:

- Bachelor's Degree in Commerce, Finance, Accounting, Auditing, Risk Management or any other related discipline.
- Preference would be given to applicants with certification from relevant professional bodies such as the IRM, IIA, ACCA, CPA etc.
- Proven experience in risk management and/or compliance, quality assurance, internal audit disciplines in multilateral and Government funded grants and NGOs management in general.
- Innovative and creative approach to risk management and compliance solutions.
- Extensive experience in internal auditing, risk management or compliance and investigations.
- Strong knowledge of risk management, compliance, audits and management of funds from major donors like CDC, USAID, European Union, Global Fund, UKAID etc.

Required functional competences:

- Excellent written and verbal communication and highly developed collaboration and networking skills
- A proactive approach to work and a high level of initiative.
- Able to work with minimal supervision, as well as being a strong team player.
- Highly developed organizational skills, with the ability to meet agreed targets and to handle multiple projects concurrently.
- Highly organized with excellent attention to detail.
- Highly developed skills in delivering and facilitating the implementation of policies.
- Excellent Microsoft Office and database management skills.
- Proficiency in both English and French.

BENEFITS:

AFENET offers a competitive remuneration package to the successful candidate.



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Submit your resume, application letter, and relevant documentation to:

- The Administration & Human Resource Office
- African Field Epidemiology Network (AFENET)
- <https://recruitment.afenet.net> and a copy on Email: sec@afenet.net

*ONLY successful candidates shall be contacted for an interview.

Please note that all applications should be sent online by close of business 5:30 pm (EAT) Friday November 08, 2024.

