



FIXED TERM CONTRACT VACANCY

Risk and Compliance Manager

August 2022-March 2025

R665 000.00 P.A

The AIDS Foundation of South Africa (AFSA) is a Durban-based NGO that acts as an interface between Donors and Community Based Organisations (CBO's) working in the HIV/AIDS sector by placing donor funds with strategically selected CBOs, in South Africa, and providing them with ongoing, technical support & capacity building. AFSA has been selected to be appointed by the Global Fund as one of the Principal Recipients (PRs) that will manage programmes to be funded by the grant.

AFSA wishes to appoint a suitably qualified individual to serve as Risk and Compliance Manager for the Global Fund grant. Applicants must have the ability to work in a demanding and high-pressured environment and be able to travel extensively and frequently.

Purpose of Job:

- Provide the organization compliance and governance functionality.
- Management of compliance risks through implementation and alignment of policies and frameworks pertaining to the organizational regulatory obligations.
- To ensure compliance with program management and reporting functions.

Requirements:

- Bachelor's Degree in Accounting, Finance, Internal Audit NQF level7
- Preferably a Certified Internal Auditor
- Post graduate qualification in risk and compliance will be an added advantage
- Minimum 8 years' experience in Finance, at least 5 years in Risk and Compliance and 3 years in a Managerial position

- Experience with a non-profit organization working with international funders such as Global fund or PEPFAR will be an added advantage
- Experience in compliance of development programmes, including HIV/AIDS, Tuberculosis
- Willingness and ability to travel across the country and internationally, if necessary, for meetings, quality audits and support
- Advanced Microsoft office
- MS Teams
- Valid driver's license – minimum 3 years
- Ability to work under pressure and deadline driven
- May be required to work afterhours
- Attention to detail
- Excellent Communication skills (written and verbal)
- Excellent listening and social skills
- Delegation of tasks
- Superior Management skills
- Strong organization and analytical skills
- Multi-lingual/Bilingual
- Team-player and flexible
- Managing conflict
- Reporting to sub-committee and/or Board of Directors
- In depth knowledge of the South African Legislative
- High level of interpersonal skills, including an ability to interact effectively and collaboratively with a broad range of public sector counterparts, donors, and other key stakeholders
- A strong understanding of international development/humanitarian work, humanitarian principles as well as the programming risks this entails to the affected populations and the organization
- Preferable experience within non-profit organizations, international agencies such as Global Fund and PEPFAR/USAID, fraud prevention and investigations is preferable in large matrix organizations
- Excellent business partnering and relationship building skills
- Proven ability to have a highly strategic focus, whilst dealing competently with operational matters
- The ability to understand and break down complex technical problems, both translating them into layperson's terms as well as finding solutions which work

Responsibilities:

- Responsible for all supplier on-boarding and supplier management by conducting investigations related to Sanctions, Fraud and Supplier/Enhanced Due Diligence investigation or verifications
- Responsible for resolution of Red Flags identified within the organization
- Evaluating compliance systems and ensuring adequate software is in place
- Conducting compliance risk assessment training workshops

- Responsible and conducting oversight on conducting internal reviews and audits
- Advising internal management and business partners on the implementation of compliance programs
- Developing risk management strategies
- Responsible and conducting oversight on following up on compliance issues that require investigation
- Reporting on compliance
- Responsible and conducting oversight in assisting in the development and implementation of legal and policy compliance management standards and procedures of the organization
- Management and supervision of Risk and Compliance officer
- Execute Adhoc requests from Executive and Senior management
- Responsible and conducting oversight in implementing effective systems and processes to ensure compliance with all laws and regulations, policies, rules, and codes and the organization and funders' standards
- Responsible and conducting oversight in performing compliance risk assessments and assist in developing compliance risk management
- Provide training and advice on the organization's compliance related matters
- Responsible for interacting with other Departments within the organization
- Responsible and conducting oversight in monitoring, reviewing and enforcing compliance with laws and regulations, policies, rules and codes of the organization
- Liaise with applicable stakeholders to ensure an integrated approach to legal and policy compliance management.
- Responsible and conducting oversight in the preparation of reports to various audit, risk, and compliance committees
- Responsible and conducting oversight in analyzing internal audit reports and providing input into decisions regarding risk mitigation strategies.
- Develop policies, minimum standards, templates, guidelines, FAQ's, and processes regarding Compliance and Governance of the organization.
- Provide ethical guidance to the board, senior management, and staff
- Coordinate ethics risks & opportunity assessment
- Ensure that the ethics risk profile is converted into an ethics management strategy and plan and promote integrity and ethical behavior
- Ensure alignment and consistent application of ethics related policies, procedures, and practices
- Responsible and conducting oversight in the setting up managing an Ethics Committee in compliance of the organization
- Responsible and conducting oversight in identifying and reporting on unethical behavior
- Develop and implement ethics awareness and other ethics training programs
- Coordinate ethics related investigations and promote integrity and ethical
- Enforcement of an effective whistleblowing platform, accessible by staff, suppliers, and contractors

- Responsible and conducting oversight in producing timely and accurate management information to assist decision-making processes within the team and cross-functionally
- Responsible and conducting oversight on performing monthly Compliance Audits with respect to processes throughout the organization and highlight compliance risks to COO monthly
- Responsible and conducting oversight on providing governance report for the board and the funders
- Report to the Audit Committee quarterly

Interested persons need to submit a brief CV, along with cover letter and copies of certificates and ID with the reference “**Risk and Compliance Manager**” in the subject line via emails to recruitment@aims.org.za no later than 19/08/2022. Please note that applications received after this date or with missing information will not be considered. Alternatively you may apply directly on our website at <https://www.aims.org.za/vacancies/>

This position is dependent on the approval of the current donor-funding proposal. No appointment will be made until such time as the donor has approved the proposal.

Only shortlisted candidates will be contacted - should you not hear from us two weeks after closing date, you may consider your application unsuccessful. AFSA reserves the right not to make an appointment and/or to extend the closing date in order to facilitate further searches.

AFSA is an equal opportunity employer. We particularly encourage applications from people living with HIV and AIDS (PLWHA), people living with disabilities, women and previously disadvantaged people.