

JOB DESCRIPTION

Job title:	Compliance Manager	Location:	London, UK
Department:	Finance	Length of contract:	Permanent
Role type:	National	Grade:	10
Travel involved:	Up to 30%	Child safeguarding level:	3
Reporting to:	Head of Assurance	Direct reports:	N/A

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Job Purpose:

The Compliance Manager reports to the Head of Assurance and is responsible for ensuring that Malaria Consortium adheres to all applicable laws, regulations, and internal policies. The role involves proactively monitoring compliance across all functions, leading investigations into compliance breaches or unethical conduct, and fostering a culture of compliance through training and awareness initiatives. The Compliance Manager plays a crucial role in identifying regulatory risks, developing risk mitigation strategies, and ensuring that the organization's operations align with best practices in compliance and ethics.

Scope of Work:

The Compliance Manager oversees organizational adherence to regulatory requirements and internal policies. The role includes developing and implementing compliance frameworks, conducting regular compliance reviews, and leading investigations into non-compliance issues. The Compliance Manager collaborates with various departments to ensure that compliance risks are identified and managed effectively, and that compliance measures are integrated into day-to-day operations.

Key Working Relationships:

- **Reports to the Head of Assurance** on compliance matters and investigation outcomes.
- **Collaborates closely with the Audit Manager** to ensure alignment and avoid duplication of efforts.
- **Communicates findings and recommendations** to senior management in countries, Regional Offices, and Head Office.
- **Works with key stakeholders**, including GMG Regional Directors and in-country compliance contact points to ensure compliance across the organization.

Key Accountabilities:

Compliance Monitoring and Management (50%):

- Develop and implement a compliance framework, including Risk and Control Matrices, to identify and manage compliance risks across the organization.
- Lead and conduct compliance reviews to ensure adherence to organizational policies and regulatory requirements.
- Oversee the implementation and tracking of compliance-related recommendations, ensuring prompt and effective resolution.
- Provide compliance insights to the Head of Assurance and support the development of risk-based compliance plans.
- Collaborate with management to develop action plans addressing identified compliance risks and ensure continuous improvement in compliance practices.

Global Oversight (20%):

- Promote a culture of compliance through staff training, feedback sessions, and the dissemination of key lessons learned.
- Working with compliance leads in country to understand compliance gaps.
- Attend external auditor meetings and liaise on compliance-related issues.

Ad-hoc Investigations (20%):

- Lead investigations into compliance breaches or unethical conduct as required, ensuring that key staff are informed and that appropriate actions are taken.
- Support audit staff in capturing and addressing compliance incidents globally.

Reporting on Compliance (10%):

- Prepare and present detailed compliance reports to senior management and the Board, offering actionable recommendations for improvement.
- Update and maintain the system for monitoring compliance actions and encourage prompt follow-up on outstanding issues.
- Document and communicate findings from compliance reviews in clear and concise reports.

Person Specification:

Qualifications and Experience:

- Qualified in a relevant field (e.g., CIPPF, MIIA, ACA, CPFA, CIMA, ACCA) or have a (or working towards) compliance-specific qualification.
- Experience in compliance roles within international organizations, preferably NGOs.

Desirable

- Knowledge of NGO donors and regulatory environments.

Work-based skills:

Essential

- A proven ability to work independently and prioritise and manage your workload to complete set tasks and deliver reports as appropriate
- Able to work flexibly to respond to emerging needs
- Strong analytical and problem-solving skills with a readiness to take initiative to resolve issues
- Attention to detail to deliver accurate, credible results and objective assurance
- Strong interpersonal skills with a persuasive, diplomatic, confident manner. Demonstrable ability to build effective working relationships and provide advice at all levels and strong negotiation skills
- Fluent English with effective communication and listening skills. The ability to prepare and deliver concise oral and written reports for audit engagements

Desirable

- Demonstrable knowledge of risk based internal auditing for strategic, operational and financial audits
- An ability to communicate in French and/or Portuguese

Core competencies:
Delivering results
LEVEL D - Inspires wider teams to achieve outstanding results and to manage risks <ul style="list-style-type: none"> ✓ Proactively improves effectiveness and performance of other senior staff to increase ability to meet objectives, acquiring new skills when appropriate ✓ Encourages mitigating risks amongst the teams/groups they work with/ manage. ✓ Ensures the quality of all internal/external work of own and others
Analysis and use of information
LEVEL C - Works confidently with complex data to support work <ul style="list-style-type: none"> ✓ Interprets complex written information ✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks ✓ Acquainted with the validity, relevance and limitations of different sources of evidence
Interpersonal and communications
LEVEL D - Adapts communications effectively <ul style="list-style-type: none"> ✓ Tailors communication (content, style and medium) to diverse audiences ✓ Communicates equally effectively at all organisational levels ✓ Understands others' underlying needs, concerns and motivations and communicates effectively in sensitive situations ✓ Resolves intra-team and inter-team conflicts effectively
Collaboration and partnering
LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks <ul style="list-style-type: none"> ✓ Builds strong networks internally ✓ Participates actively in external networks and/or think tanks ✓ Engages with relevant experts to gather and evaluate evidence ✓ Shares and implements good practice with internal and external peers
Leading and motivating people
LEVEL C - Effectively leads and motivates others or direct reports <ul style="list-style-type: none"> ✓ Gives regular, timely and appropriate feedback ✓ Acknowledges good performance and deals with issues concerning poor performance ✓ Carries out staff assessment and development activities conscientiously and effectively ✓ Develop the skills and competence of others through the development and application of skills ✓ Coaches and supports team members when they have difficulties
Flexibility/ adaptability
LEVEL D - Clarifies priorities and ensures learning from experience <ul style="list-style-type: none"> ✓ Clarifies priorities when leading change ✓ Sees and shows others the benefits of strategic change. ✓ Helps colleagues/ team members to practise stress management through prioritisation of workloads and modelling of appropriate self-management and care ✓ Makes time to learn from experience and feedback, and apply the lessons to new situations
Living the values
LEVEL D - Acts as a role model in promoting Malaria Consortium's values <ul style="list-style-type: none"> ✓ Champions and takes ownership of corporate decisions, values and standards and ensures team members implement them in a positive manner ✓ Acts as role model internally and externally in promoting Malaria Consortium's values ✓ Is accountable for ensuring that cultural awareness is demonstrated across the area (s) they manage
Strategic planning and thinking and sector awareness
LEVEL C - Keeps up to date with the internal and external environment <ul style="list-style-type: none"> ✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors

- ✓ Looks beyond the immediate operations to prospects for new business
- ✓ Engages with appropriate internal and external sources to establish major influences on future plans