

## CRS JOB DESCRIPTION

**Position Title:** Risk and Compliance Officer

**Department:** Other

**Compensation Band:** Garde 6

**Reports to:** Risk and Compliance Manager

**Country/Location:** Egypt – Maadi Office

### **Background:**

The CRS Egypt country program began in 1956 at the invitation of the Egyptian president Nasser by providing relief assistance to the victims of the Suez War. Over the following few decades, CRS Egypt moved from large-scale food relief to long-term poverty alleviation and development programs. CRS Egypt works in a wide variety of areas within the development field.

Currently, CRS Egypt has three main programs: education assistance program and livelihoods program for refugee support, and local partnership. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting peace and tolerance, educational grants for refugees and assistance to refugee community schools, and technical support and start-up funds for refugee and vulnerable Egyptian entrepreneurs. Additional programming includes Emergency Preparedness and Response projects that arise as needed. The Operations department, supported by a regional Management Quality unit, ensures the country program develops and maintains the highest level of operational standards.

CRS Egypt currently holds a main office in Maadi with activities in Greater Cairo, Upper Egypt, and the North Coast.

### **Job Summary:**

You will conduct risk related activities for the country program (CP) including sub-recipient compliance adhering to CRS policies, local laws, and donor regulations to help ensure effective delivery of high-quality programming to the poor and vulnerable. Your knowledge and skills will help reduce risk to staff, to the effectiveness of our programming and to the people we serve through the application of the principles of stewardship, integrity, transparency, and accountability.

### **Job Roles and Responsibilities:**

- Collaborate with the Compliance Manager and CP leadership on strengthening internal control systems and continuous process performance improvement.
- Help identify risk issues and challenges and solutions to address them.
- Help implement and advise on the sub-recipient financial management policy (SRFMP).

- Support the planning and performance of internal audits, control reviews and compliance assessments, conduct audit activities as applicable. Help analyze results and provide recommendations.
- Support the design and facilitation of training and institutional capacity strengthening plans for CRS and partners.
- Support external audits and the coordination of action plans to close out audit findings.

**Basic Qualifications:**

**Education and Experience**

- Bachelor's Degree in Accounting, Business Administration or another relevant bachelor's strongly preferred. Accounting and other relevant certification(s) a plus.
- Minimum of three years' work experience, ideally with an international organization, with progressive responsibility in operations and/or programming. Experience entailing audit, compliance or risk management is preferred.
- Knowledge of audit standards and compliance regulations and familiarity with international standards for internal control and risk and compliance management.
- Proficient in MS Office package (Excel, Word, PowerPoint). Experience with database management systems (e.g., MS Access) highly desirable.

**Personal Skills**

- Good planning and coordination skills and ability to prioritize competing priorities effectively
- Good analytical skills with ability to make independent judgment and decisions
- Proactive, results-oriented, and service-oriented with focus on meeting customer needs
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Good negotiation, communication, and relationship management skills

**Required/Desired Foreign Language** Excellent command in English and Arabic.

**Travel Required** Job requires travel to field (defined as outside of Cairo metropolitan area), Upper and Lower Egypt, to implement and assist partners and follow up projects (approximately 20%). More frequent travel is required to sites within Cairo metropolitan area. Additionally, travel to Yemen with an expected frequency of approximately 10% is also anticipated.

**Safeguarding Policy**

CRS is committed to safeguarding program participants from exploitation and abuse. The successful candidate is expected to sign and adhere to the CRS Safeguarding Policy and Code of Conduct.

**Key Working Relationships:**

**Supervisory:** None

**Internal:** All CRS staff

**External:** Visitors, guests, vendors, governmental agencies, auditors, and another INGO.

**Agency REDI Competencies (for all CRS Staff):**

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one's own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

**Agency Leadership Competencies:**

- **Lead Change** – Continually look for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**Equal Opportunity Employer**