Join CIFOR-ICRAF and make a difference!

Senior Program Compliance Officer – Nairobi (Ref. No.202376)

CIFOR-ICRAF brings more than 75 years of experience in harnessing the power of trees, forests, and agroforestry landscapes to address the most pressing global challenges of our time – biodiversity loss, climate change, food security, livelihoods, and inequity. It has partnerships in 64 countries, 159 funding partners and 192 active projects, alongside more than 2,200 completed projects across 92 nations. The organisation has an annual budget of USD 100 million, and a combined legacy investment of USD 2 billion in research and technology, policy, and development. On average, CIFOR-ICRAF research is cited nearly 137 times a day and appears in global media more than 3,000 times per year. CIFOR and ICRAF merged in 2019 and are both international organizations and CGIAR Research Centres. Learn more at cifor-icraf.org.

CIFOR-ICRAF is looking for a: Senior Program Compliance Officer

Overview
The position is to ensure that CIFOR ICRAF adheres to all the organizational, local and donor policies and procedures in the implementation of the Restore Africa project in the six countries (Ethiopia, Kenya, Malawi, Tanzania, Uganda, Zambia). The incumbent will support risk and compliance related activities for the Restore Africa Program including sub-recipient compliance adhering to CIFOR ICRAF policies, local laws, and donor regulations to help ensure effective high-quality program delivery. Ensure safeguarding, protection and ESG-I provinces are adhered to by the organization and staff relation to the program.

Summary of responsibilities
1. Compliance monitoring and management.
   - Collaborate with the Restore Africa leadership and Finance and Cooperate services Units (PMU, Legal, Operations, FSU) and Internal Audit Unit on strengthening internal control systems and processes for the Restore Africa program across the six countries.
   - Work in close collaboration with the Finance and Cooperate services Units (PMU, Legal, Operations, FSU) and Internal Audit Unit conduct regular internal control reviews to assess the effectiveness of controls in operations and program management systems and processes for the Restore Africa program in accordance with CIFOR ICRAF Policies and Procedures.
   - Support the planning and performance of internal audits, control reviews and compliance assessments,
   - Support external and internal audits and the coordination of plans to close out audit findings and recommendations related to the Restore Africa program.
   - Support internal investigation of reported potential and alleged incidents of incompliance to donor, and CIFOR ICRAF policies and procedures including collusion and financial wrongdoing.
• Support the design and facilitation of trainings and institutional capacity strengthening, due diligence plans for Restore Africa staff and partners in consideration of investor’ requirements and partners’ systems and procedures.
• Work closely with HR and Internal Audit to operationalize Restore Africa Grievance, protection, and safeguarding policies.

2. **ESG-I Compliance management.**
• Assume the role of Restore Africa ESG-I Focal point.
• Lead coordinate and have overall responsibility for ESG-I implementation across the Restore Africa project.
• Coordinate production and submission of ESG-I monthly and quarterly reports in each respective country.
• Ensure application and facilitate training on appropriate Operational Health and Safety for the program staff.
• Coordinate and ensure incident reporting processes and procedures meet the requirements of investors.
• Coordinate and ensure grievance management mechanisms in the project covers the Program and are aligned to good international industry practice (GIIP).
• Working with Cooperate services report on CIFOR-ICRAF GHG emissions, including by providing details of fuel consumption, flights, and strategies (if any) to offset or GHG emissions.

3. **Risk assessment and management.**
• Updating the project risk register, and lessons learnt log.
• Support systems verification and identification of risk issues, weaknesses/inefficiencies, anomalies, challenges, and propose solutions to address them and improve system integrity.
• Support and document security risk assessment in the program.
• Ensure emergency preparedness and response procedures are developed to address the identified risks.

4. **Planning and coordinating project events.**
• Coordinating and supporting preparations and undertaking of major project missions including National Steering Committee Meetings.

**Requirements**
• Master’s in business administration, Project management, Business Administration, Public Administration, or other relevant disciplines.
• At least four years of work experience, ideally with an international organization, with progressive responsibility in project management, operations and/or programming.
• Experience in audit, compliance, or risk management desirable
• Knowledge of audit standards and compliance regulations and familiarity with international standards for internal control and risk and compliance management (e.g., COSO, ISO).

**Personal attributes and competencies:**
• Ability to relate to people at all levels internally and externally.
• Good analytical, planning, organizational, and systems thinking skills.
• Able to prioritize work, multi-task and meet deadlines.
• Good communication, presentations, and technical writing skills.
• Ability to work effectively under pressure and flexibility.
• Able to professionally maintain confidential information.
• Ethical conduct in accordance with recognized professional and organizational codes of ethics.
• Proactive, resourceful, and results oriented.
• Proficient in MS Office package (Excel, Word, PowerPoint) and information management systems.
• Fluency in oral and written English with ability to write technical reports required.

Terms and conditions
• This is a Locally Recruited position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
• The duty station will be in Nairobi, Kenya CIFOR-ICRAF Offices.

Application process
Go to http://worldagroforestry.org/working-for-icraf/vacancies
• A cover letter illustrating your suitability for the position against the listed requirements and salary expectations.
• A detailed and updated curriculum vitae.
• The names and addresses of three referees, including telephone and email addresses.
• The application deadline is 02 January 2024.
• We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.