

Plan International Myanmar
Job Advertisement for Risk and Compliance Manager

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts.

In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

Position	: Risk and Compliance Manager
Report to	: Director of Finance and Operations
Number of Position	: 1 Position
Location	: Yangon, Country Office
Assignment Type	: One Year contract with possible extension
Application Closing Date	: 23 rd April 2025, 5:00 PM
Travel Percentage	: 20%

Job purpose:

The Risk and Compliance Manager is responsible for risk management of Plan International Myanmar including developing strategies, identifying and addressing risks of financial, programmatic and organizational reputation. S/he will lead compliance reviews and have broad responsibility to independently verify compliance in finance, budget and administration within Plan and with partners. This position will provide a timely and reliable information and analysis to the programs and management.

Dimension of the Role:

The Risk and Compliance Manager will also design strategies for risks mitigation, avoidance and acceptance as well as risk management planning to indicate the accountability and timelines of implementing actions. S/he will monitor the implementation of risk management plans and evaluate the impact of strategies. The position holder will focus on developing audit programs, reviewing and managing audit activity, support in operations and share best practices to improve organizational performance. S/he will be participating in investigation team of potential fraud and policy breaches within the organization.

Key Responsibilities:

- **Risk Management**
 - Develop and implementing strategies and annual plans for risk management and related activities.
 - Identify potential risk areas and undertake risk assessments including analysis and reports for programs, operations and action plans throughout organization.

- Cooperate with relevant risk owners and ensure to monitor the identified risks are managed, tracked and mitigated.
 - Conducts risk identification workshop and keep the risk register updated at all time.
 - Follow up on CAMMS action plan.
 - Identify and communicated as necessary developments and changes in risk environment and modify risk management plan as required.
 - Link the risk management activity and internal audit activity. The internal auditors should also base their work on the result of risk management.
 - Maintain and review policies, procedures and annual plans for risks and grants projects to ensure donor requirements are compliance.
- **Developing Audit program and managing Internal/external Audit activity**
- Develop audit plans for approval and specific TORs for each audit engagement and determine the audit scope based on the risks or issues of project.
 - Lead internal audit procedures, exercising reasonable judgement in the application of audit principles and techniques and implement all areas of Plan programs and operations such as child development, finance, human resources, security, administration, logistics, child protection, projects etc.
 - Revise the audit program when there are changes of policy, or procedures within the organization.
 - Consultation with Line Manager and the auditee for audit findings and submit internal audit reports to CMT or concerned staff.
 - Prepare and submit annual audit report summarizing the issues found during the year providing recommendations for corrective action / improvements to CMT.
 - Maintain a register of internal and external audit findings, action plans developed in response to such findings and action taken in accordance with such action plans.
 - Lead on the verification process or activity to ensure internal control are effectively and efficiently working both in the CO and PU.
- **Sharing Best Practices as a mean to improve the organization performance.**
- Identify best practices in one unit that should be shared with other units so that there is learning process among the units. This will be based on the audit observations.
 - Prepare and check all necessary documents by coordinating with Finance and HR before auditor's visit.
 - Provide and check all audit selected documents for presenting to audit team.
 - Coordinate with audit team for audit report and organize management response.
 - Make sure to all audited points to be in place with timely manner.
- **Lead the Process of Fraud Investigation**
- Promote a culture of fraud awareness, prevention and detection in the organization.
 - Determine the scope and process of the investigation with the Fraud facility.
 - Cooperate and undertake investigations with the investigation team and submit reports to the Country Director or Director of Finance and Operations as the case maybe.

○ **Others**

- Ensure that audit reports are submitted on time and the risk register in Plan International Myanmar is updated quarterly.
- Make ad-hoc action assigned by Director of Finance and Operations.

Safeguarding and PSHEA

- Ensure the guidance, procedure, and delivery functional/departmental activities in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Designing and Delivering Safe Programmes, Influencing and Research Work and Identifying and Managing Safeguarding and SHEA Risks.
- Ensure policy, procedure, and guideline are in accordance with Safeguarding Standards.
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, person with disabilities, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

Qualifications, Skills & Experience:

Knowledge:

- Bachelor' degree in accounting or other related field.
- Minimum five years of demonstrated as internal audit or demonstrated professional relevant work experience of Risk management, Compliance and Financial Management.
- Working experience with donor regulations is preferable.
- Strong experience and knowledge of Risk Management and Compliance Analysis.
- Strong understanding of organizational risk assessments, internal controls and investigations.

Skills:

- Excellent Communication and report writing skills
- Professional Language Proficiency in both English and Myanmar.
- Conceptual and analytical skills, strong problem-solving skills
- Interpersonal relationship skills
- Good planning and monitoring skills
- Experience in training and mentoring staff
- Proven ability of highly organized and attention to details



Until we are all equal

- Strong knowledge of computer systems; proficient in Microsoft Excel, Microsoft Word, Outlook; familiar with accounting software; strong ability to present, analyze and process numerical information and financial and statistical data.

Behaviors:

- Willingness to respond favorably to suggestions for change and improvement.
- Willingness to travel to field offices, sometimes to high-risk areas
- Understanding of cross-cultural work environments
- Demonstrated ability to complete tasks independently
- Proactive; takes action to address emerging issues and challenges
- Ability to maintain strategic vision and link with everyday work
- Acts as a role model for the organization's commitment to non-discrimination, safeguarding and PSHEA and safeguarding standards

How to apply:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of three referees via e-mail only to: Myanmar.CO@plan-international.org. Late applications will not be considered.

Subject line for application: **"Risk and Compliance Manager_ Yangon"**.

Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted. Plan International is an equal opportunity employer and women are encouraged to apply. Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.