

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for Senior Risk and Compliance Officer – Internal auditor position based in Head Office, Yangon. Please see the following detailed information.

**SAVE THE CHILDREN**  
**INTERNATIONAL PROGRAMS**  
**VACANCY ANNOUNCEMENT**  
**(FOR MYANMAR NATIONAL ONLY)**  
**ROLE PROFILE**

<b>TITLE: Internal Control &amp; Compliance Officer</b>	
<b>TEAM/PROGRAMME:</b> Risk and Compliance Department	<b>LOCATION:</b> Head Office, Yangon
<b>Number of Position:</b> 1 <b>GRADE:</b> NAT- 4	<b>CONTRACT LENGTH:</b> Fixed
<b>CHILD SAFEGUARDING:</b>  Level 2: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at 'standard' level in the UK or equivalent in other countries).	
<b>ROLE PURPOSE:</b>  The position is a key member of the Risk and Compliance Department. The position holder will have the lead responsibility, under the guidance of the Head of Risk and Compliance, for planning and conducting internal control and compliance, in addition to participating in the wider work of the Risk and Compliance Department. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
<b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Head of Risk and Compliance <b>Financial Approval:</b> No financial approval <b>External Representation:</b> Regular contact of basic factual information <b>Travel:</b> 10 to 15 days every month	

## **Key accountabilities**

### **Key Area 1: Control & Compliance (General)**

- Conduct regular and risk-based internal control reviews across projects, departments, and offices.
- Monitor implementation of internal control procedures and make recommendations for improvement.
- Assist in developing, updating, and disseminating internal control tools, checklists, and guidelines.
- Monitor compliance with internal policies, donor rules, and local laws and regulations.
- Prepare common audit findings resulting from internal and external audit reports.
- Prepare and report quarterly executive summary of all significant assessment and audit findings, trends and recommendations along with follow-up of all recommendations of previous audits.
- Conduct spot checks and compliance reviews to assess adherence to procurement, Finance, HR, Supply Chain, and programmatic procedures.
- Prepare comprehensive written IC&C review reports, including Terms of Reference, findings and recommendations for corrective action.
- Prepare summary reports for SMT review with emphasis on major findings
- Ensure adequacy of internal control system through the work of IC&C review to provide reasonable assurance for the achievement of organization objectives.
- Identify the drawback/limitation of existing system to assist solution through conducting IC&C reviews.
- Assist departments in interpreting and applying compliance requirements appropriately.
- Maintain confidentiality and objectivity during all compliance and investigative processes.
- Managing time to meet changing priorities and deadlines whilst ensuring the core tasks are still performed.
- Make lesson learned documents of each audit and circulate the appropriate stakeholders.

### **Key Area 2: Ensure follow up of all Audit (Internal audit, Global Assurance or donor/ external) recommendations:**

- Assist follow-up activities to ensure adequacy and compliance of corrective actions being done by the concerned stakeholders.
- Follow up on mitigation measures and regularly track progress of compliance-related risks.
- Support donor audits and internal/external reviews by providing requested documentation and follow-up on audit recommendations.
- Prepare corrective action plans and follow up on periodic basis.

### **Key Area 3: Capacity building of the department**

- Support departments to build organization capacity regard to good governance system, strengthen internal control system, addressing mismanagement and malpractices.
- Deliver orientation and refresher training sessions on compliance, ethics, fraud awareness, and internal controls.
- Promote a strong culture of compliance and accountability throughout the organization.

### **Key Area 4: Internal control and compliance review of partners**

- Visit Save the Children partners to carry out IC&C reviews.
- Assist follow-up activities to ensure adequacy and compliance of corrective actions being done by the concerned partners.

**Key Area 5: Other**

- Liaise with internal stakeholders (Finance, HR, Program, Logistics) to ensure integrated compliance efforts.
- Support the Head of Risk & Compliance in managing complaints and conducting preliminary investigations where appropriate.
- Ready to work any appropriate tasks assigned by HoRC.

**Child Safeguarding Responsibilities**

- Ensure that all beneficiaries of your program are receiving ongoing, age-appropriate verbal or written information in relevant languages about Save the Children's Child Safeguarding Policy and Code of Conduct.

**BEHAVIOURS (Values in Practice)****Accountability:**

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

sets ambitious and challenging goals for themselves and their team, takes responsibility for their

- own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

**Qualifications:**

- At least 3 years' relevant professional experience in auditing, finance and compliance
- Bachelor degree with a professional qualification.
- Essential knowledge on internal auditing, accounting components and its inter-linkages
- Thorough knowledge of accounting practices, ideally within the context of a development organization
- Sound knowledge of statutory regulation
- Sound knowledge of financial transactions analysis.
- Knowledge of risk management, forensic investigation etc.
- Good English communication skills, both written and verbal
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work in difficult environments
- NGO/INGO experience is an advantage
- Good computer knowledge in MS office (Excel, Word, PowerPoint)

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click here to apply](#)

Closing Date : 2-Jul-2025 (Wednesday, 5:30 PM)

User Guide for Applicants at SCI:

[Click here](#)

**Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.**

**Remark:** For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.