



EXTERNAL VACANCY NOTICE No. CONS./CRME/UGA/2019/01
CONSULTANT/COMPLIANCE, RISK MANAGEMENT AND ETHICS

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| Post Title: | Consultant/Compliance, Risk Management and Ethics |
| Grade: | UN National Officer Category (NO-B Grade Step 01) |
| Contract Type: | Special Services Agreement |
| Duty Station: | WHO Country Office, Uganda |
| Duration of Contract: | 6 months (Renewal of the contract will depend on availability of funds) |
| Closing Date: | 15th February, 2019 |

A. Functions

The WHO Country Office, Uganda would like to recruit a national consultant for Compliance, Risk Management and Ethics. The Consultant will work under direct supervision and guidance of the WHO Representative (WR) and in close collaboration with the Operational Officer (OO) and other technical and administrative staff. The incumbent will perform the following tasks:

1. Perform random checks on all funded activities both Direct Financial Contribution (DFC) and Direct Implementation (DI) to ensure the conformity of expenditure incurred in line with the proposal and if necessary propose actions to ensure implementation as per financial and administrative regulations.
2. Undertake the necessary checks on the documents provided as evidence for DFC and DI expenditures submitted and ensure compliance, completeness as well as the quality of the activities conducted, including spot checks and ensure such is fully documented;
3. Perform random checks the timely documentation of technical and financial reports of Direct Implementation Mechanism (DI).
4. Prepare and submit to the WR a monthly report on the status of Key Managerial Performance Indicators and compile the quarterly reports related to management of the risks



5. Follow implementation of the recommendations from the audit (internal or external), administrative and technical review and other reports related to compliance with the procedures risk management and practice of ethics;
6. At the request of the WR verify compliance with the rules of recruitment carried out locally;
7. At the request of WR or the Local Procurement committee, review selected transactions to verify compliance with the procurement rules and policies.

Risk Management

1. In collaboration with the Compliance Risk Management Committee, support the development of the country office's Risks Register taking into account the inputs from the Internal Control Self Assessment Checklist in identifying risks.
2. Ensure the risk register is regularly updated by adding on new risks and close all risks whose mitigation actions have completed.
3. Ensure mitigation actions are well documented, communicated, resourced, implemented and achievements reported. (if possible, mitigation actions/tasks are incorporated in the workplans).
4. Acting as secretary to the Committee: preparation of Committee meetings and follow-up the implementation of decisions/recommendations.
5. Ensure that the Committee regularly reviews the status of Key Performance Indicators (KPIs), DFC, DI etc... and that corrective action is taken, if necessary.
6. Update all staff on regular basis status of implementation of mitigation actions.

Ethics

Ensure the Compliance with the WHO conflict of interest rules, including the declaration of interests of all staff members concerned including members of the local procurement committee for goods and services.

7. Perform any other duties as may be assigned by the WHO Representative.

B. Competencies

Core

- Producing results
- Communicating in a credible and effective way.
- Fostering Integration and team work.
- Ensuring the effective use of resources
- Building and promoting partnerships across the organization and beyond
- Setting an example.

C. Education and Professional Training

Mandatory

1. Recognized Professional Certificate in accounting, compliance and/or audit or equivalent e.g CPA, ACCA, CIMA
2. Minimum progressive professional experience of 5 years in the relevant fields
3. Good knowledge of accounting and audit rules, procedures and policies
4. Good Editorial capacity/good presentation
5. Discretion and integrity are Major strengths

Suitable

1. Audit, experience In respect of procedures is considered an advantage
2. Experience in working with WHO or any other United Nations agency
3. Good knowledge of accounting and audit rules, procedures and policies of the United Nations and/or WHO

Other Skills (e.g IT)

- Competent in use of computer applications, including spreadsheets, MS Word, PowerPoint, EPIINFO, and statistical analysis and mapping software.

F. Languages required

Proficiency in written and spoken English; Knowledge of French would be an added advantage.

Applications accompanied by detailed Curriculum Vitae and copies of certificates, diplomas and testimonials should be addressed to:

**The WHO Representative
60 Prince Charles Drive
P O Box 24578
Kampala**

N.B. Only shortlisted candidate will be contacted.