



Job Description

Conformity Manager – National

Objective:

The Conformity manager verifies the compliance of internal practices and contributes to the promotion of internal control's best practices. They assist with external audits and take part in training on internal control and compliance issues. They also support departments in monitoring and implementing recommendations.

Desired start date: 1st of November 2026

Duration of the mission: 6 Months, Subject to Renewal / Extension

Location: Damascus - Syria

Key Responsibilities:

INTERNAL AUDIT

- Supports to draw up annual internal audit plans based on risk analysis.
- Carries out internal audits (of the organisation, processes and projects).
- Follows up on internal audits and compliance reviews.
- Randomly analyses the level of compliance of existing documents and the effectiveness of internal controls applied across the various departments.

REASONABLE DUE DILIGENCE AND EXTERNAL AUDIT

- Coordinates the internal preparation of external audits.
- Prior to an external audit, checks all or a sample of the expenditures' supporting documents and submits the corresponding risk matrix.
- Attends the external audits' opening and closing meetings.
- Contributes to management's responses to external audit reports.
- Supports the training of staff (and partners where applicable) related to the preparation for external audits.
- Where applicable, assists with drafting the terms of reference and the selection process for external audit firms in the country.
- Participates in the due diligence processes undertaken by SI, under the supervision of the Head of Ethics and Conformity department.

PARTNERSHIP MANAGEMENT

- When developing local partnerships, leads the due diligence processes put in place by the Head of Ethics and Conformity department.
- Assists with monitoring partner's due diligence and screening exercises.
- Verifies the implementation and monitoring of risk mitigation measures by the Country Office.
- Support and monitor SI's partners on matters falling within their responsibilities.
- Conducts internal audits of the procedures applied by partners in accordance with the partnership agreements in force.
- May contribute to the implementation of a plan to support and strengthen SI partners.
- May be involved in monitoring partners' activities in line with their role and responsibilities.

FOLLOW-UP ON RECOMMENDATIONS

- Is responsible for the implementation of recommendations within their area of responsibility.
- Updates the tools used to monitor recommendations, helps monitor their implementation and reports on their progress.

RISK MANAGEMENT

- Helps to identify and assess the country office's associated risks, working closely with the Country Director and the head of Ethics and Conformity department.
- Helps to define and monitor risk management measures, with the support of the Head of Ethics and Conformity department.

FILING AND ARCHIVING

- Is responsible for filing and archiving documents produced in accordance with internal procedures.
- Ensures that an archiving system is in place within their department.
- Supervises and supports the teams responsible for archiving, ensuring monitoring, compliance and preparation for audits.
- Helps implement the Country Office's archiving management strategy in accordance with SI processes relating to workflow management, security, accessibility and destruction.
- Assists the Logistics department in ensuring the regular transfer of archives from the Country Office to head office.

REPORTING

- Responsible for drafting internal audit reports.
- Responsible for drafting audit reports on partners.

INTERNAL STANDARDS AND BEST PRACTICES

- Contributes to the dissemination, understanding and compliance of internal audit standards by organising information sessions and training courses and by building capacity on topics falling within the responsibilities of the Ethics and Internal Audit Department.
- Provides technical advice on improving internal controls.
- Supports to update the list of authorised signatories for the Country Office.
- At the request of the Ethics and Conformity head of department, leads a compliance review of certain procedures within a Country Office and develops standards on matters falling within their responsibilities.

ETHICS, PREVENTION AND MANAGEMENT OF MISCONDUCT

- Creates and maintains a working environment that prevents inappropriate behaviour.
- Helps to promote SI's Ethics Framework.
- Ensures that the confidentiality of information exchanged in connection with the notification and treatment of abuse is consistently upheld.
- Implements measures to mitigate the risks of abuse.

INTERNAL CONTROL

- Responsible for ensuring the compliance of the documents they produce.
- Ensures that internal controls are in place for the processes carried out by their teams.
- Is responsible for the compliance of certain documents and processes.

MANAGEMENT

- Is responsible for the proper implementation of HR policies and processes to ensure that they have both the necessary number of staff and the required expertise for the activities for which they are responsible:
 - Analyses, quantifies and assesses the human resources requirements of their team,
 - Recruits and ensures the induction of the team under their responsibility,
 - Assesses the performance of their team members,
 - Trains and supports team members,
 - Leads and facilitates communication within their team.

This list is not exhaustive and other related tasks (within the scope of the role) may be assigned at the request of the line manager.

DIPLOMAS AND EXPERIENCE

Education & Certifications:

- Bachelors Degree in Accounting, Finance, Business administration, Business Law, or Risk Management, or related fields.
- Certification: Certified Internal Auditors (CIA); Certified Fraud Examiners (CFE) preferred; CPA or CMA also appreciated.

Experience:

- **Experience in the humanitarian sector:** 3-4 Years
- **Experience in a similar position:** 5 Years

Key Competencies & Personal Qualities:

TECHNICAL SKILLS

- Previous INGO experience is a must; Advanced knowledge of donor's guidelines including ECHO, OCHA, DOS, etc.
- Proficiency in Excel, and familiarity with accounting software.
- Experience in internal controls testing (operation and design), and risk management is required.
- Experience in risk identification and root cause analysis.

TRANSVERSAL SKILLS

- Prioritization/Planning/ Time management/ effective delegation of task to team members to ensure meeting key deadlines (external and internal).
- Effective Communication Skills / cross departmental and at all levels of the organization, and to audiences outside of the organization. This includes Communication negotiation skills and diplomacy in explaining audit findings/observations, and reaching agreements on issues and risks identified.
- Commitment to the international humanitarian principles.

LANGUAGES

1. **English:** is the language used for communication, report writing, and key job deliverables.
2. **Arabic:** An asset - utilized to communicate with colleagues, beneficiaries, and in reviewing supporting documentation.

SI Will Offer you:

A salaried position:

SI will offer a monthly gross salary of **2,070 USD**, along with a comprehensive benefits package.

“Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws”

Application process

Interested candidates are invited to apply at the link below
Female candidates are strongly encouraged to apply.

[Submit your application](#)

Please note the vacancy may close before the deadline.
Thank you for your understanding.