



Compliance & Investigations Coordinator – Hasakah - Syria

Blumont is a global organization working with communities in transition as they recover from conflict, return from displacement, and move from a reliance on aid to a more resilient future. Our vision is a world where a community's future is not determined by its circumstances, but by the aspirations of its people. Whether delivering lifesaving humanitarian assistance, building the infrastructure that stabilizes communities, or creating economic opportunities for individuals and businesses, Blumont teams are committed to making a positive difference in peoples' lives.

POSITION SUMMARY:

The Compliance and Investigations Coordinator role is part of Blumont's Compliance team, sharing responsibility for implementing Blumont's Safeguarding, Compliance and Internal Investigation functions, to ensure that compliance inquiries are addressed in an effective and efficient manner. Reporting to the Director, Global Security and Risk Management, the Compliance and Investigations Coordinator will be responsible for working cross-departmentally to assist with internal investigations across all Blumont's compliance-related areas.

Supervisory level: Director, Global Security and Risk Management

KEY AREAS OF ACCOUNTABILITY

- **Internal Investigation Coordination**
 - Enter and update Cases within the Ethics Point platform
 - Participate in the development of investigation plans
 - Conduct investigations into compliance matters, or other as determined by Blumont as necessary.
 - Write investigative summaries based on investigations.
 - Collect, label, store and upload evidence as required.
 - Participate in regular meetings with the Director, Global Security and Risk Management on compliance-related investigation matters, trends and strategies.
- **Compliance Program Support**
 - Coordinate compliance and ethics project activities with Field Offices



- Plan and conduct compliance and ethics training in field offices and program locations
- Participate in such forums in Syria, such as NGO forums, directly related to Syrian law, regulations or other guidelines that relate compliance matters.
- Other duties to support the compliance function as assigned.

QUALIFICATIONS and SKILLS:

- Bachelor's degree in related field and minimum 7+ years of professional experience, internal or external audit, investigations, compliance or related experience highly desirable.
- Lesser degree in a related field and a minimum of 10+ years of professional experience, internal or external audit, investigations, compliance or related experience will be considered.
- Demonstrable experience in PSEAH, Safeguarding and Child Protection investigations as part of experience in mandatory.
- Demonstrated capacity to work unsupervised.
- Superior customer service and interpersonal skills.
- Arabic language skills.
- English fluency essential; Excellent verbal and written communication skills in English.
- References will be required.

Travel Requirements:

- Job location is Syria Hasakah. Regular travel to Raqqa, Shaddade and Deir ez Zor will be expected and required.

SUCCESS FACTORS:

- Detail-oriented, with ability to understand and appreciate and integrate larger goals and objectives.
- Flexible, with ability and commitment to hold self and others accountable for high-quality, timely, effective results.
- High-level and consistent work ethic.
- Team player, with ability to collaborate cross-departmentally and with internal and external stakeholders.
- Appreciation and understanding of Blumont's vision, mission, approach.

Commitment:

Every Blumont team member is expected to carry out their duties in accordance with Blumont's code of business ethics and conduct, core values, and all relevant policies, including anti-harassment, child protection, and Protection from Sexual Exploitation and Abuse policies.



How to Apply

Interested candidates are requested to fill out and attach the most updated Resume to the link below before **13 August 2026**:

LINK: <https://ee-eu.kobotoolbox.org/single/7oq9eHG9>

Blumont is an equal-opportunity employer. Due to the large volume of applications, we receive, we are unable to respond to all applicants, therefore, only qualified shortlisted candidates will be contacted.

Blumont will review the applications on rolling basis and may close the advertisement before the deadline if the ideal candidate was found. One or more similar/different positions maybe filled in this recruitment activity depending on the applicants' qualifications.

Blumont's selection process will include rigorous background checks and all team members will be expected to carry out their duties in accordance with our core values, anti-harassment policy and PSEA policies