Terms of Reference

Transparency and Compliance Assistant

ABOUT ACTED

Acted is committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Acted endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. The commitment of Acted and if our teams are guided by 4 core values: (1) Responsibility: we ensure the efficient and responsible delivery of humanitarian aid with the means and the resources that have been entrusted to us. (2) Impact: we are committed to having the most sustainable impact on the communities and the people with whom we engage. (3) Enterprising spirit: we are enterprising and engage in our work with a spirit that creates value and overcomes challenges. (4) Inspiration: we strive to inspire all those around us through our vision, values, approaches, choices, practice, actions, and advocacy.

Greening strategy:

Acted's greening strategy aims to tackle environmental degradation and climate change while meeting the needs of the most vulnerable who are often most affected by the deepening environmental crisis. Each Acted employee will adhere to these principles through key green programming responsibilities:

- Contribute towards the adherence and development of the greening strategy plan.
- Explore innovative green programming opportunities and/or solutions within your realm of responsibilities and roles
- Encouraging and promoting environmental safeguarding processes and environmental programming standards in accordance with SOPs and technical guideline notes

Acted PSEAH Policy:

The T&C assistant has the responsibility to adhere to the PSEAH Policy (Protection against Sexual Exploitation, Abuse and Harassment). The T&C assistant has an obligation to complete all mandatory trainings related to the Code of Conduct and the PSEA policy and report any safeguarding concern such as breaches of organisational policies or codes of conduct according to Acted's procedures. The T&C assistant carries out work duties in a way that does not harm children, vulnerable adults or other staff or volunteers.

LOCATION: CAPITAL OFFICE – DAMASCUS	START DATE: 1/12/2026

JOB PURPOSE

The Transparency and Compliance Assistant supports the implementation of Acted's transparency, compliance, internal control and accountability framework in accordance with Acted procedures, donor regulations, best practices and applicable national legislation.

Under the supervision of the Transparency and Compliance Officer, the T&C Assistant contributes to compliance reviews, internal control activities, internal and external audit preparation, audit recommendation follow-up, and transparency initiatives. S/he supports the

identification and reporting of compliance risks and assists departments in implementing corrective actions and strengthening compliance practices.

The T&C Assistant may assist with due diligence exercises and investigation-related activities when requested by line management.

S/he must comply with and promote Acted's Code of Conduct, Anti-Fraud Policy, PSEAH Policy and other organizational policies and procedures.

CHAIN OF COMMAND

Under the authority of:
- Compliance Officer

Line Management:
N/A

WORKING RELATIONS

Internal:
- Interaction with all the departments (coordination, finance, logistics, administration, security, program, MEAL).

External: N/A

OBJECTIVES

Based on the instructions and guidance provided by his/her direct supervisor, the T&C Assistant contributes to:

1. Supporting compliance monitoring activities to ensure adherence to Acted procedures, donor regulations and applicable national legislation.
2. Strengthening internal controls through compliance reviews, documentation checks and spot checks.
3. Supporting the preparation, follow-up and documentation of internal audits, external audits and due diligence exercises.
4. Identifying, documenting and reporting compliance risks, weaknesses and irregularities to line management.
5. Supporting the follow-up of corrective action plans and audit recommendations.
6. Contributing to fraud prevention and transparency initiatives through compliance reviews and awareness activities.
7. Assisting in investigation-related activities when requested by the Transparency and Compliance Officer or line management.
8. Supporting the development and dissemination of lessons learned and best practices.
9. Ensuring timely and accurate maintenance of compliance records, trackers and reporting tools.

DUTIES AND RESPONSIBILITIES

1. Control of the FLATS and program compliance process

The T&C Assistant must be familiar with Acted's policies, procedures and compliance tools and support their implementation across all departments.

Under the supervision of the Transparency and Compliance Officer, the T&C Assistant shall:

- Collect the required supporting documentation from departments according to approved compliance samples and review plans.
- Verify the quality and organization of physical and digital filing systems in accordance with FLA-01 requirements.
- Complete FLA-02 Compliance Checklists and report any identified non-compliance issues.
- Propose corrective actions and areas for improvement where weaknesses are identified.

- Carry out monthly FLA-05 Quotes and Invoices Investigations and report identified risks or irregularities.
- Conduct monthly FLA-06 Staff Files Reviews and report any non-compliance issues.
- Support the review of expenditure documentation, procurement files, supply chain traceability, market surveys and program supporting documentation.
- Conduct ad hoc spot checks and compliance reviews as assigned by line management.
- Analyze compliance review results and escalate identified risks to the Transparency and Compliance Officer.
- Support the dissemination and follow-up of validated recommendations resulting from compliance reviews and internal audits.
- Ensure required compliance documentation and information are available for monthly compliance reporting.
- Support the Transparency and Compliance Officer in implementing partner due diligence processes, including documentation review, information collection and follow-up of agreed risk mitigation measures.
- Maintain compliance tools, trackers and monitoring databases as requested by line management.
- Support awareness raising and dissemination of lessons learned, recommendations and compliance guidance across departments.

2. Preparing, carrying out and monitoring external audits

The T&C Assistant will support the preparation and smooth running of external audits. Based on instructions and guidelines provided by his/her direct supervisor, s/he must:

- Collect, organize and consolidate supporting documentation requested by auditors.
- Review selected samples and identify missing documentation or anomalies prior to submission.
- Support departments in addressing documentation gaps and audit preparation requirements.
- Maintain organized audit files and supporting evidence.
- Support communication and coordination with departments during audit preparation.
- Identify lessons learned and areas for improvement arising from audit findings.
- Support the follow-up of audit recommendations and agreed corrective actions.
- Maintain audit follow-up trackers and supporting records.
- Escalate identified risks and significant audit issues to line management.

3. Preparing, carrying out and monitoring internal audits/internal control spotcheck

The T&C Assistant is responsible for assessing the level of compliance of the various departments in his/her base by implementing the internal audit and spotcheck plan defined. S/he must follow the instructions and guidelines given by his/her direct supervisor:

- Participate in the preparation of Terms of Reference (AUD-03) and planning documents for internal audits.
- Support the implementation of internal audits in accordance with approved audit plans and methodologies.
- Conduct testing and reviews assigned by the Transparency and Compliance Officer.
- Complete relevant audit checklists and working papers.
- Document findings, observations, risks and supporting evidence.
- Contribute to drafting audit findings and recommendations for review by line management.
- Support the preparation of audit reports and action plans.

- Maintain documentation and audit evidence files.
- Support the monthly follow-up of audit recommendations through the AUD-05 tracker.
- Verify implementation of corrective actions through appropriate testing when requested.
- Report implementation challenges and procedural weaknesses identified during reviews.
- Support departments in understanding and implementing approved recommendations.

4. Transparency

The T&C Assistant contributes to transparency, accountability and fraud prevention across the mission.
Under the supervision of the Transparency and Compliance Officer, the T&C Assistant shall:

- Promote compliance with Acted's Code of Conduct, Anti-Fraud Policy, PSEAH Policy and whistleblowing procedures.
- Participate in fraud prevention activities through compliance reviews, spot checks and risk identification exercises.
- Support awareness raising initiatives related to transparency, anti-fraud and ethical conduct.
- Assist in investigation-related activities when requested by the Transparency and Compliance Officer or line management.
- Support assigned investigation activities such as document review, information gathering, file preparation, case tracking and administrative follow-up.
- Support the drafting of investigation reports, findings summaries and supporting documentation when requested.
- Assist in maintaining complete and accurate investigation files and records.
- Support the documentation of lessons learned and recommendations arising from investigation cases.
- Ensure that allegations received through official channels are properly documented and escalated in line with Acted procedures.
- Support the updating of investigation trackers and reporting tools when assigned.

5. Other

- Comply with all Acted policies, procedures and internal regulations.
- Carry out any other compliance, transparency, audit or investigation-related tasks assigned by the Transparency and Compliance Officer or TCM.
- Contribute to continuous improvement of compliance and internal control processes.
- Maintain confidentiality of sensitive information obtained through compliance, audit and investigation activities.
- Promote a culture of transparency, accountability and ethical conduct throughout the mission.

KEY PERFORMANCE INDICATORS

- % of the defined sample expenses reviewed per project in the monthly compliance review (FLA-02 and FLA-05)
- # of personnel files reviewed in the monthly compliance review (FLA-06)
- # of compliance checks carried out (FLA-02, FLA-06 and FLA-05)
- % of monthly compliance reviews submitted on time
- # of recommendations consistent with the anomaly identified during monthly review, internal and external audit
- % of unflagged risk

- # of recommendations implemented across the bases or reported as difficult to implement
- % of expense reviewed with no new irregularities identified during the 2nd review
- # of good quality contributions to ToRs and internal audit reports (based on # of feedback)
- % of investigation cases action plan implemented in timely manners;
- % of Investigation reports of good quality ;
- % of relevant lessons learned developed and followed up in the AUD05;
- % of the documentation filled in each case file in timely manners;

QUALIFICATIONS

- University degree in Audit, Finance, International Relations, Law or in relation with the position.
- Minimum 1 year of previous work experience in Audit (external and/or internal), Finance, Logistics, Administration or Law.
- Strong negotiation and interpersonal skills, and organizational terms.
- Demonstrate flexibility, dynamism, and autonomy.
- Ability to work well and under pressure.
- Good communication and writing skills in English.
- Good analytical skills

How to Apply:

If you meet the requirements and interested in this role, please use the link below to access and complete the application form:

Transparency and Compliance Assistant 18.Nov.2026 – Fill in form