TRUTH
GUARDIANS

JOB DESCRIPTION

Internal Audit Manager

Full time position, based in Damascus- Syria

TRUTH GUARDIANS

ABOUT Truth Guardians:

Truth Guardians is a non-profit organisation working in Syria and The Netherlands. The Organization is founded by White Helmets members aiming to provide aid to communities and persons recovering from conflicts and disasters; provide support to displaced people and hosting communities; support justice, accountability, rule of law, human rights efforts, and research activities.

Truth Guardians is an equal opportunities employer and applications are actively encouraged from suitably qualified and eligible candidates regardless of sex, race, disability, age, religion or belief, marital status, or pregnancy and maternity.

SCOPE OF WORK

The internal Audit Manager will lead independently, the risk management, internal controls, donor compliance and adherence to applicable laws and internal policies across TG and its operations, projects and partners.

Besides, they will build a culture of accountability, safeguarding, transparency and continuous improvement, while preserving the distinction between management ownership of controls and internal audit independent assurance.

TERMS OF REFERENCE

- **Duty station:** Damascus-Syria
- **Line manager:** Board of Directors
- **Line management Responsibility:** N/A
- **Full-time/Part-time:** Full-time

Tasks & Responsibilities:

- Develop and implement an annual risk-based internal audit plan covering all organizational departments; programmes, projects, operations, and branches.
- Assess and evaluate the organization's compliance with applicable local laws, regulations, and statutory requirements in all countries of operation; including employment, taxation, registration, licensing, and other relevant legal and regulatory obligations.
- Review and assess compliance with approved organizational policies, procedures, and internal regulations, and evaluate the adequacy, efficiency, and effectiveness of internal control systems, identifying weaknesses and associated risks.
- Assess compliance with donor requirements, contractual obligations, and grant agreements, including expenditure eligibility, financial compliance, reporting and documentation requirements, sub-grant management, and implementing partnerships.
- Conduct regular and unannounced internal audits across all organizational departments & office branches, including projects implemented directly or through partners, to verify compliance with applicable local laws, organizational policies, procedures, and donor requirements, and to assess

operational efficiency, effectiveness, internal controls, risk management, and the achievement of approved objectives and deliverables.

- Evaluate organizational risk management systems, identify financial, operational, legal, compliance, and fraud-related risks, and recommend improvements to strengthen preventive and detective controls.
- Review compliance with anti-fraud, anti-corruption, conflict of interest, data protection, confidentiality, complaints, and safeguarding policies, assess the effectiveness of established controls, and report significant violations or deficiencies.
- Support internal investigations into financial or administrative irregularities and suspected fraud, as formally authorized and in accordance with approved procedures, ensuring confidentiality, impartiality, and independence.
- Prepare periodic internal audit reports outlining findings, risk ratings, root causes, control weaknesses, and corrective recommendations, and submit them to the appropriate management and governance bodies.
- Monitor the implementation of agreed corrective action plans, verify their effectiveness, follow up on outstanding audit findings, and escalate significant unresolved issues to the appropriate authorities.
- Coordinate with external auditors, regulatory bodies, and legal advisors as required, facilitating audit and assessment processes while maintaining the independence of the internal audit function.
- Provide independent advice and recommendations to senior management on strengthening governance, internal controls, risk management, and regulatory compliance, and contribute to raising staff awareness of legal obligations, organizational policies, and internal control requirements without assuming operational responsibility for implementing the controls being audited.
- Maintain the independence, objectivity, confidentiality, and professional integrity of the internal audit function, disclose potential conflicts of interest, and ensure adherence to applicable professional internal auditing standards and ethical principles.
- Coordinate and support external due diligence reviews, organizational capacity assessments, and compliance evaluations conducted by donors, auditors, and other external parties. Review institutional readiness, assess supporting documentation, identify compliance gaps, and monitor corrective actions.
- Additionally, independently assess or review due diligence and capacity assessments of implementing partners to ensure compliance with organizational policies, donor requirements, and applicable regulations.

Required qualifications: Education, Experience and Competencies:

- University degree in Accounting, Finance, Auditing, Business Administration, Law or a related field; a relevant postgraduate qualification is desirable.
- Typically at least 7 years of progressive internal/external audit, risk or internal-control experience, including 3 years leading assignments or teams; substantial experience in humanitarian or non-profit organisations and donor-funded grants.
- Strong knowledge of risk-based internal auditing, internal control, fraud risk, NGO donor compliance, procurement, HR and financial processes. Familiarity with IIA Global Internal Audit Standards, COSO and ISO management systems is desirable.
- Professional qualification such as CIA, ACCA, CPA, CISA or CFE is highly desirable; expertise in Dutch and Syrian legal/regulatory contexts may be complemented by specialised counsel.

- Strong analytical reporting, interview, facilitation and stakeholder-management skills; proficiency with Excel, ERP/finance systems and audit/data-analysis tools.
- Demonstrated ability to work collaboratively in a team environment.
- Strong analytical and problem-solving skills.
- Strong ability to manage team across countries.
- Diplomacy and solution-oriented thinking.
- Full professional proficiency in Arabic, including strong writing and editing skills.
- Professional proficiency in English, with the ability to communicate effectively in professional settings and coordinate with Europe-based colleagues.
- Strong organizational and coordination skills; attention to detail and ability to manage multiple priorities.
- Excellent communication and interpersonal skills; ability to liaise respectfully with diverse stakeholders.
- Discretion, professionalism, and sound judgment; ability to handle sensitive information with confidentiality.
- Commitment to human rights principles and transitional justice standards.
- Ability to work effectively under pressure and in complex environments, including remote coordination across locations and time zones

Salary and Benefits

The Organization offers a competitive remuneration package including social security and private health insurance.

How to Apply;

If you are interested in applying for this position, please fill out the application form thorugh the **Link** through visiting our website and attach your CV and a covering letter explaining your background, suitability for the role and interest in what we do.

Closing date for application: 23 Dec 2026

Only shortlisted applicants who meet the required job qualifications will be contacted.

Please note that due to the urgency of this position we will review the applications regularly and we do reserve the right to close this advertisement early; the closing date will be upon successful recruitment.

Truth Guardians believes in achieving diversity in its workforce by encouraging all qualified applicants, both male and female, to apply for announced vacancies.

Truth Guardians is committed to its employees, ensuring they are not subject to sexual exploitation or abuse in exchange for the services they provide. Additionally, they are responsible for safeguarding children from harm and abuse, ensuring a safe environment for them. The organization strives to create a secure work environment for everyone, free from any form of harassment, harm, exploitation, or misconduct during work that may undermine the dignity and safety of volunteers and employees.