



INTERNATIONAL MEDICAL CORPS

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17-308: Senior Compliance Officer

Country: Los Angeles, CA or Washington, DC

Department: Ethics and Compliance

Essential Job Duties/Scope of Work:

GENERAL DUTIES AND RESPONSIBILITIES:

Senior Compliance Officer

Ethics and Compliance Department Overarching Responsibilities

- Promote and encourage a culture of compliance and ethics throughout the organization.
- Encourage transparency, communication, and teamwork related to the Ethics and Compliance Charter and the program's strategic goals and objectives.
- Support the coordination and timely review of internal and donor policies and procedures, to ensure these instruments reflect current laws, regulations, and organizational values globally
- Act as a channel of communication to receive and direct compliance issues to the appropriate resources for follow-up and resolution.
- Support the Deputy Chief Compliance Officer to develop and implement corrective action plans for resolution of problematic risk issues, and provide general guidance on how to prevent similar situations in the future.

Compliance Monitoring and Reporting

- Collaborate with HQ Departments and Country Programs to cultivate relationships and gather information and documents required for reports to stakeholders (For example: Board of Directors, donors, governing authorities, etc.)
- Write required reports for stakeholders and liaise with departments, especially Legal and Internal Audit, for accurate and real-time demonstration of presently responsible internal controls and processes
- Lead the ethics and compliance Program as the regulatory liaison with the Legal Department to work with corresponding departments and ensure policies and procedures are revised and stay up to date on a regular basis
- Risk Management: Serve as focal point to collaborate with high risk business functions to detect and prevent compliance gaps in real time (e.g. develop formal mechanisms for monitoring compliance of Global Logistics and Procurement, Technical Unit, International Programs, and Human Resource functions)

Training and Communications

- Serve as focal point for monitoring compliance with organizational mandatory training completion and on-boarding processes
- Serve as department knowledge manager on SharePoint and other internal systems (e.g. IBM Cognos, ShareFile, etc.)
- Support ethics and compliance communications strategy design and implementation

Ethics and Compliance Department Management

- Support the Deputy Chief Compliance Officer to manage the principle Compliance Department functions: Regulatory Compliance, Country Program Compliance, Compliance Investigations, Compliance-related Training and Communications, and Compliance Risk Management.
- Track and coordinate department colleagues for the deliverables in the Compliance Department work plan, as well as for regular modifications to the work plan.
- Support for the Chief Compliance Officer in overall Ethics and Compliance Department management, including coordination and networking with peer organizations and their ethics and compliance activities.

Other Responsibilities

- Perform other duties as assigned. The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive.
- Pursue and complete compliance training opportunities recommended by the Chief Compliance Officer.

Qualifications:

- Bachelor's degree in Management, International Development, Law, Human Resources, Finance or compliance-related field with a minimum of five years' experience in international relief or development project management, or an equivalent combination of education and experience.
- Compliance certification e.g. CCEP-I, or willingness to study for compliance certificate required.
- Familiarity with international development and/or humanitarian assistance architecture and stakeholders, with general knowledge of international donor regulations and regulatory requirements.
- Strong presentation skills, self-starter, and detail-oriented with the ability to handle multiple priorities.
- Ability and willingness to travel internationally up to 30% of the time when required.

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How to apply: Please go to: [Careers | International Medical Corps](#) follow the instructions for applying online.

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