Job Description of the Compliance Officer
Based 100% time in Lilongwe, Malawi
Division of Infectious Diseases, Department of Medicine (DOM) and Partners in Hope (PIH), a Malawian NGO

Overview
UCLA is seeking Compliance Officer for work with Partners in Hope, a Malawian NGO. The Compliance Officer works as an integral part of the Partners in Hope team to set up and supervise the compliance monitoring unit and hold responsibility for overseeing compliance for all funded programs. This position reports to the Operations Director.

Duties and Responsibilities:

1. Liaises with the finance department to monitor program activities, and conducts field office site visits to ensure consistency with grant terms and conditions, timelines, budgets, and performance measures.
2. Responsible for managing adherence to donor rules and regulations from pre-award to contract close-out, within an NGO environment.
3. Provides professional expertise in primarily United States Government contract administration, supporting organizational leadership who manages the award, and works in close communication with Programs, Finance, HR and Administration colleagues.
4. Contributes to compliance planning during proposal/workplan, budget, and amendment development.
5. Supports leadership’s review of awards and modifications prior to signature to ensure that the most favorable terms are included and that the terms are consistent with the organization’s policies and procedures.
6. Reviews executed awards to identify all compliance requirements.
7. Develops tools and templates for financial and programmatic compliance throughout award period.
8. Identifies situations where contractual obligations may not be met and develop and execute a plan to mitigate risks.
9. Train staff in standardized compliance procedures
10. Assists as needed in the coordination, planning, and execution of annual audit by independent public accountants.
11. Provide consultation as needed in reviewing financial reports and programmatic narratives.
12. Articulates and advocates for the organization’s position on matters of regulation and other contractual issues.
13. Performs other related duties as required.
Key Qualifications

- Master’s Degree in Public Health, Business, Accounting, Management, or other relevant field or equivalent experience required.
- Five years of negotiating experience and direct management of contracts and other agreements, or an equivalent combination of education, training, and experience.
- Advanced knowledge of U.S. Government grant management regulations and policies.
- Ability to interpret, apply, and communicate complex regulations, provisions, policies, and procedures.
- Experience setting up and managing donor compliance monitoring systems, developing and implementing relevant tools.
- Strong financial skills encompassing proposal budgeting, income tracking, budget monitoring and financial reporting.
- Previous experience on USAID or other donor-funded evaluations and familiarity with USAID regulations.
- Excellent communication skills and Microsoft Office, QuickBooks proficiency.
- Ability to live and work in Lilongwe, Malawi.
- Proven ability to independently plan and execute complex tasks while addressing daily management details and remaining organized and focused on long-term deadlines and strategy.

Salary and Benefits
This position is a full-time contract position with UCLA Department of Medicine. Salary will be determined based on level of training, experience and qualifications. This position is seconded to Partners in Hope, UCLA’s primary partner in Central Africa. The position is based full-time in Lilongwe, Malawi.

To Apply
Please send a cover letter and CV to Else Henry via email at ehenry@mednet.ucla.edu