

## Senior Officer, Compliance and Risk Management

<b>Date of issue</b>	: 19-06-2025	<b>Closing Date</b>	: 25-06-2025 (Yangon Time Zone) (17:00 P.M MST)
<b>Duty Station</b>	: Yangon (frequent travel)	<b>Duration</b>	: One Year with possible extension
<b>Category of Staff</b>	: National Staff	<b>Grade</b>	: NC-2
<b>Estimated starting date of employment</b>	: as soon as the suitable candidate is selected		
<b>Vacancy No</b>	: IFRC-N022		

## Background

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with a network of 191-member National Societies (NSs). The overall aim of IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by NSs with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world." IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises. The IFRC carries out strategic and operational coordination, humanitarian diplomacy and national society development and membership services, for and with its member Red Cross, Red Crescent National Societies.

## Organizational Context

IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services.

IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. IFRC also has country cluster delegations and country delegations throughout the world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

IFRC Myanmar Country Office is one of the IFRC Country Offices in the Asia Pacific Region. In Myanmar, the IFRC works closely with the Myanmar Red Cross Society (MRCS) and other members of the IFRC network to reinforce the MRCS' unique humanitarian mandate and humanitarian activities, as well as its humanitarian diplomacy activities. It also provides vital technical, financial and logistical support to MRCS while strengthening its participation in regional and global cooperation during emergency and non-emergency times.

IFRC has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the Red Cross and Red Crescent Movement, including sexual exploitation and abuse, sexual harassment and other forms of harassment, abuse of authority, discrimination, and lack of integrity (including but not limited to financial misconduct). IFRC also adheres to strict child safeguarding principles.

In Myanmar, IFRC is supporting the Myanmar Red Cross Society (MRCS) to roll-out a multi-million Swiss franc humanitarian operation in response to the 28 March 2025 earthquake alongside longer-term programmes. To effectively accompany the MRCS in addressing immediate to recovery humanitarian needs wrought by the earthquake, the IFRC Country Delegation in Myanmar is bolstering its operational capacity.

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## **Job Purpose**

To ensure the effective management of compliance and risk frameworks for the IFRC earthquake response in Myanmar and enhance a culture of compliance and risk management with the organization. The role involves identifying, monitoring, and advising the IFRC on mitigating risks, ensuring adherence to organizational policies, donor requirements, and legal standards, and safeguarding the integrity of operations in a complex environment.

## **Job Duties and Responsibilities**

### **Risk management:**

- Develop and maintain a risk register that identifies operational, financial, legal, and reputational risks associated with earthquake response as well as other operational and programmatic activities, as guided by management.
- Under the guidance of the Accountability, Quality and Compliance Manager, lead the development and periodic revision of the overall risk management framework and tools.
- Under the guidance of the Accountability, Quality and Compliance Manager, serve as the focal point for strategic risk advice to senior management and support decision-making through proactive risk analysis
- Collaborate with program and operations teams to ensure risks are appropriately managed in day-to-day activities.
- Regularly assess risks in project implementation, logistics, and security, and propose mitigating measures.
- Facilitate training / capacity building sessions for IFRC staff regarding the IFRC risk management framework, including risk awareness, compliance, risk management, and safeguarding etc.
- Under the guidance of the Accountability, Quality and Compliance Manager, prepare regular risk assessment briefings and reports for management.
- Provide ongoing support and mentorship to field teams in implementing best practices for compliance and risk mitigation.
- Contribute to business continuity and contingency planning to ensure organizational preparedness and resilience.

### **Compliance:**

- In consultation with operational and programmatic colleagues, develop a compliance framework to help ensure compliance with donor requirements, IFRC procedures and policies and local regulations and laws.
- Work with procurement and finance teams to ensure compliance in financial transactions and procurement processes, including coordinating compliance due diligence checks on vendors, service providers, downstream partners, staff, and other entities.
- Under the guidance of the Accountability, Quality and Compliance Manager, conduct compliance assessments and spot checks, on periodic basis, and facilitate regular reviews / audits of operational and programmatic activities to identify areas of non-compliance.
- Maintain an up-to-date register or database of compliance information.
- As required, support with any investigation relating to breaches, fraud, and misconduct etc.
- Under the guidance of the Accountability, Quality and Compliance Manager, coordinate with internal and external stakeholders to address and resolve incidents effectively.
- Document incidents, non-compliance issues, and lessons learned to improve future response operations, with recommended corrective actions, and monitor implementation.
- Under the guidance of the Accountability, Quality and Compliance Manager, prepare regular compliance briefings and reports for management.
- Support field teams in meeting local and international standards for humanitarian assistance (e.g., Sphere Standards).

### **National Society Development and technical assistance:**

- Facilitate training / capacity building sessions for MRCS staff and volunteers on risk awareness, compliance, risk management, and safeguarding etc.
- Support NS in maintaining its risk management framework.
- Support the Head of Delegation and Accountability, Quality and Compliance Manager to liaise with the IFRC network to ensure coordination and alignment on risk management and compliance frameworks.
- Under the guidance of the Accountability, Quality and Compliance Manager, prepare regular compliance and risk assessment reports for MRCS.

## Education

- Bachelor's degree in risk management, Business Administration, Law, or a field relevant to compliance and risk management is required.
- Professional certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) is preferred.

## Experience

- 5-7 years' experience in auditing, finance, public administration, organizational development, project management, compliance or risk management, preferably in a humanitarian or emergency response setting is required.
- Experience in designing risk management frameworks and proposing risk treatment plans is required.
- Proven track record in conducting compliance audits and due diligence checks is preferred.
- Experience working in disaster-affected or conflict-prone regions is preferred.
- Experience working in the International Red Cross and Red Crescent Movement is preferred.

## Knowledge and Skills

- Strong knowledge of risk management frameworks and compliance practices, particularly in humanitarian contexts is required.
- Good understanding of legal and regulatory requirements in Myanmar is required.
- Proficiency in monitoring and evaluation (M&E) principles as they relate to compliance is required.
- Analytical and problem-solving skills are required.
- High level of integrity and ethical decision-making is required.
- Excellent report-writing and presentation skills are required.
- Strong interpersonal skills to collaborate with diverse teams and stakeholders are required.
- Ability to work effectively with diverse stakeholders to influence practice is required.
- Proven integrity and accountability record is required.

## Language

- Fluently spoken and written English is required.
- Fluently spoken and written Burmese is required.

## Competencies and values

**VALUES:** Respect for Diversity, Integrity, Professionalism and Accountability.

**CORE COMPETENCIES:** Communication, Collaboration and Teamwork, Judgement and Decision making, National Society and Customer Relations, Creativity and Innovation, and Building Trust.

**MANAGERIAL COMPETENCIES:** Managing staff performance and Managing staff development.

**FUNCTIONAL COMPETENCIES:** Strategic orientation, Building alliances, Leadership and Empowering others.

## How to apply

Interested candidates **should submit their applications with a detailed CV and a cover letter that details their suitability for the position**, by e-mail. In the subject line, please mention as: "N022, Senior Compliance and Risk Management Officer".

## Human Resources Department

### International Federation of Red Cross and Red Crescent Societies

Red Cross Building | No. 42, Strand Road | Botahtaung Township | Yangon

Email: [recruitment.myanmar@ifrc.org](mailto:recruitment.myanmar@ifrc.org)

<https://www.ifrc.org/jobs>

## Comments

The Federation is an equal opportunity employer.

### 10 reasons to join the IFRC



- To join an organization that saves lives and improves the living conditions of vulnerable people around the world.
- To be part of world's largest humanitarian network.
- To work for one of the world's most recognized, iconic and trusted brands.
- To be involved in supporting the work of the world's largest network of volunteers.
- To be exposed to a variety of stimulating assignments locally or internationally.
- To work in a place where proactive individuals have the possibility to make a difference.
- To enjoy autonomy and authority to make decisions within one's area of work.
- To have opportunities of continuous growth, both on-the-job and through learning

systems.

- To join an international and multi-cultural work environment, where diversity is valued and promoted.
- To receive competitive pay and benefits for the humanitarian sector.